

MORRISON-TALBOTT LIBRARY BOARD OF TRUSTEES 24 FEBRUARY 2020 MINUTES

The Morrison-Talbott Library Board of Trustees met on Monday, 24 February 2020 at 6:30 p.m. in the library. President, Sharon Glessner presided. Trustees present included:

Vickie Gardner	P	Sharon Glessner	P	James Hopkins	P
Phillip Kelley	A	Andrew Mayer	P	Jared Nobbe	P
Kenneth Perkins	P	Judith Tomlinson	A	Rita Trantham	P

Others Present: Elaine Steingrubey, Library Director.

The IHLS Board Nominations was stricken from the agenda, as the deadline to apply had passed. Andy Mayer moved to approve the agenda as amended. Vickie Gardner seconded the motion. Motion carried.

There was no public comment.

Ken Perkins made a motion, seconded by Jim Hopkins to approve the consent agenda. Motion carried.

There was no report from Friends of the Library.

Committee Reports:

Budget and Finance: No report

Building and Grounds: The stairs are slated to be installed on 4, 5, and 6 March 2020. The construction on the lower level is nearing completion, and demolition on the main floor is scheduled for 9, 10 and 11 March 2020. The Library will be closed to the public on these days. While the stairs are being installed the staff will be moving out of the former meeting room and staff work areas.

Bylaws and Long Range Plan: The committee presented the Public Comment Policy with revision to the Request to Speak at Meeting Form. Vickie Gardner made a motion, seconded by Jared Nobbe to adopt the Public Comment Policy with Request to Speak at Meeting and Request to Record Meeting Forms. Motion carried.

Col. Morrison Home: Phill Kelley has finished painting the transom and it is ready to be installed.

District Library: No Report

Ethics: No Report

Public Relations and Marketing: No Report

Technology: No Report

Personnel: Jared Nobbe reported that the Committee met on Thursday 20 February 2020 to discuss the hiring process for the Library Director's position and the impact the Federal Government's increased minimum salary for exempt employees has on MTL. He stated that he received no

comments on the draft of the Library Director's Job Description. The Committee drafted the following timeline for the hiring process:

Present job description & timeline to full Board at 24 February 2020 meeting for adoption
Post advertisement for job by 1 March 2020
Request Board submit 3 to 4 Interview questions to Jared Nobbe by 2 March
Committee to meet in first 2 weeks of March to review interview questions and to select candidates to interview
Schedule interviews 25 – 26 March 2020
Request change in March Board Meeting from 23 March 2020 to 30 March 2020
Present candidates and salary recommendation to full Board at 30 March 2020 Board Meeting
Make job offer by 1 April 2020
Set anticipated start date of new director at 1 June 2020

The Personnel Committee moves to adopt the Library Director's Job Description as presented. As the motion comes from committee, it does not need to be seconded. Motion carried.

Jim Hopkins made a motion to enter into closed session for a discussion of employment matters under 5 ILCS 120/2(c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity; and under 5 ILCS 120/2(c)(2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. Andy Mayer seconded the motion. Motion carried. The Board entered closed session at 6:46 p.m.

Vickie Gardner moved to return to open session and continue the regular meeting. Jim Hopkins seconded the motion. Motion carried. Open session resumed at 7:05 p.m.

Jim Hopkins moved that the Board increase the salary of the Assistant Director's position to meet the minimum salary for exempt employees set by the Federal Government as of 1 January 2020, effective immediately. Jared Nobbe seconded the motion. Motion carried.

Jared Nobbe made a motion, seconded by Andy Mayer to change the March Board meeting from Monday 23 March 2020 at 6:30 p.m. to Monday 30 March 2020 at 6:30 p.m. Motion carried.

Ken Perkins moved to appoint the Library Director, Elaine Steingrubey and the Assistant Library Director, Jamie Wratford as the FOIA/OMA officers. Jim Hopkins seconded the motion. Motion carried.

The Library was one of the organizations remembered in Marilyn Fischer's will. Marilyn was very generous in her donation to the Morrison-Talbott Library Memorial Endowment Association (MTLMEA). The MTLMEA received three disbursements of \$25,000 each and a final disbursement of \$85,076.25 for a total donation of \$160,076.25. We also received a portrait of Marilyn, which can be hung in the Library. A thank you and acknowledgement have been sent to Adams & Huetsch on behalf of the Library.

The next Morrison-Talbott Library Board of Trustees regular meeting is scheduled for Monday, 30 March 2020 at 6:30 p.m. in the library. Vickie Gardner made a motion, seconded by Jim Hopkins to adjourn the meeting. Motion carried. Meeting adjourned at 7:10 p.m.