

ATTACHMENT A

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, May 18, 2010
7:30 p.m., Administrative Conference Room**

President Rose Walsh called the May 18, 2010 meeting of the Board of Trustees to order at 7:32 p.m. in the Administrative Conference Room.

Board members in attendance included Marsha Baker, David Dyer, Philip Hupfer, Susan Sadowski and Linda Wheaton. Ingrid Becton arrived at 7:37, and Bill Ryan arrived at 7:45. Also in attendance were Director Marilyn Boria, Assistant Director Sarah Caltvedt, Public Information Coordinator Cheryl Moore and visitors.

President Walsh began the meeting by acknowledging the death of Frank Vanek, who served for 12 years on the Board and was instrumental in the building of the new library. She stated that the Trustees' thoughts were with his wife Jan and daughter Anne, and she read a note from Jan Vanek thanking the Board for the flowers that were sent to the funeral home.

There were no comments from visitors.

The next order of business was approval of the Consent Agenda. Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

That the minutes of the April 20, 2010 Regular Meeting are approved as presented.

That the revised Public Comment Policy is approved as presented.

PUBLIC COMMENT AT BOARD MEETINGS

At the beginning of the monthly meeting of the Elmhurst Public Library Board of Trustees, there will be a public comment period. Individuals may address the Library Board on any library-related matter at this time. Comments to the Board should be addressed to the presiding officer and should be limited to three minutes. Individuals are asked to state name and address before speaking.

As a general rule, the Board will not respond to public comments at the time they are made. If a response is required, the matter will be discussed at a future meeting.

That the revised Layoff Policy is approved as presented.

LAYOFFS

Whenever it may become necessary to reduce the workforce due to lack of work or insufficient funds, the Library Director shall prepare a list of employees to be

laid off. In order to keep the library operating as efficiently as possible, layoffs will be made within appropriate job classifications or positions. Employees shall be given at least 10 working days notice.

1. Within the affected job classifications or positions, employees shall be selected for layoff according to the following criteria in the order given:
 - a. performance;
 - b. attendance record;
 - c. seniority.
2. Employees shall be recalled according to job classification or position, based upon the criteria listed above.
3. No laid off employee will accrue benefits during the layoff period with the exception of health insurance, which may be continued at the employee's expense for the period specified by law.
4. When the layoff period exceeds 12 months, the employee shall be terminated.

That the revised Disciplinary Action Policy is approved as presented.

DISCIPLINARY ACTION

8.14.1 Discipline

Possible disciplinary actions are as follows: oral or written reprimand, suspension or dismissal.

8.14.2 Reprimands

All written reprimands will be added to the employee's personnel file. Oral reprimands will be documented immediately by the supervisor and added to the personnel file if further discipline becomes necessary. Employees may view and copy their personnel files in accordance with Illinois law.

8.14.3 Probation

Employees shall be placed on probation for cause when their performance is rated Needs Improvement. The length of the probationary period is to be set at the discretion of the supervisor but shall not exceed six months. The supervisor shall complete an evaluation at the beginning and end of the probationary period. Employees who demonstrate satisfactory improvement during the probationary period shall be restored to regular status. Failure to gain a performance rating of Meets Minimum Requirements or better may result in termination. During the probation period, employees continue to earn benefits and may take limited leaves with their supervisor's permission. The probationary period may be extended by the number of days the employee is absent from scheduled work.

8.14.4 Suspension and Dismissal

A suspension without pay or a dismissal, which may be recommended by an employee's immediate supervisor, requires the approval of the

employee's department head and the Library Director or Assistant Library Director.

No employee may be suspended without pay or dismissed without being given an opportunity to respond to the allegations in a meeting with the head of his/her department or with the Director or Assistant Director in the absence of the department head. An employee may waive his/her right to a meeting with his/her department head.

The reasons for which an employee may be suspended without pay or dismissed include but shall not be limited to the following:

- a. The employee is incompetent, negligent or inefficient in the performance of duties.
- b. The employee has been abusive or offensive in attitude, used abusive language or profanity or been abusive in conduct toward fellow employees or the public.
- c. The employee has some permanent or chronic physical or mental ailment or defect which prevents the employee from meeting performance standards.
- d. The employee has violated any lawful or official regulation, order or rule, or has refused or failed to follow a supervisor's instructions in a job-related matter. Such violation or failure to obey amounts to insubordination or breach of discipline.
- e. The employee has been convicted of a felony, or a misdemeanor involving moral turpitude or moral depravity as specified in State statute or City ordinance.
- f. The employee through willful or wanton negligence, recklessness or willful misconduct has caused damage to public property or waste of public supplies.
- g. The employee has been absent without leave, or has failed to report after leave of absence has expired or such leave has been disapproved by the Director or Assistant Director.
- h. The employee has failed to maintain a satisfactory attendance record, has failed to be punctual or has been absent from duty without authorization during regular hours.
- i. The employee has reported to work under the influence of alcoholic beverages and/or illegal drugs and narcotics. The employee uses, sells, or possesses alcoholic beverages and/or illegal drugs and narcotics on Library premises while on duty. The employee smokes in the Library.
- j. The employee has falsified or altered library records or reports, time and attendance records or application for employment forms.
- k. The employee has abused sick or emergency leave benefits.
- l. The employee has solicited private business for personal gain during working hours.

- m. The employee has been guilty of other misconduct comparable to the offenses enumerated above.

The Library reserves the right to terminate employment at any time for any reason not prohibited by law.

That the revised Policy on Resignations is approved as presented.

RESIGNATION

Employees are free to resign at any time but are expected to give written notice of their intent to resign to their Department Head in accordance with the following schedule and conditions:

- a. Supervisory and managerial employees and professional librarians are expected to give at least four weeks notice;
- b. All other employees are expected to give at least two weeks notice.
- c. Use of vacation or personal days shall not fulfill the notice requirement.

Department Heads or their designees shall be responsible for ensuring that employees return all Library property in their possession on or before their last day of work.

Ingrid Becton arrived at 7:37 p.m.

The next order of business was Approval of the May 18, 2010 Accounts Payable. David Dyer moved:

THEREFORE BE IT RESOLVED:

That the May 18, 2010 check register be approved for payment.

Susan Sadowski seconded the motion. In response to a request from Trustee Dyer, Director Boria explained several items on the check register. The motion carried.

Director Boria presented the Financial Reports and responded to a question from the Committee of the Whole meeting regarding snow removal charges, which came in slightly under budget. She also explained the policy on sending floral arrangements, which are paid for from the Library Employee Appreciation Fund.

Bill Ryan arrived at 7:45 p.m.

In her Director's Report, Ms. Boria reported on the Metropolitan Library System Board of Directors meeting that she had attended the day before. The MLS Director conveyed a message from the Illinois State Library (ISL) that there would be no financial relief for library systems in the foreseeable future, and extended payment delays were likely to last 3 – 4 years. The ISL wants library systems to continue delivery service and shared catalogs as top priorities. The systems will have to consolidate into 1 or 2 statewide, and ultimately there will be a statewide delivery service and catalog. Several of the regional

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library systems have announced that they are suspending operations in the next month, but MLS has enough funds to operate through October. Ms. Boria explained the plans to study consolidation of the systems and to make SWAN an independent organization.

There was no President's Report.

The first item of Unfinished Business was approval of the Illinois Public Library Annual Report. Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That the 2009-2010 Illinois Public Library Annual Report for the Elmhurst Public Library is approved as presented. Furthermore, the Board President, the Secretary, and the Library Director are authorized to sign this document and submit it to the Illinois State Library no later than May 30, 2010.

Linda Wheaton seconded the motion. The motion passed.

There was no further Unfinished Business.

There being no New Business, at 7:57 p.m. David Dyer moved to convene in Executive Session. Philip Hupfer seconded the motion, and a roll call vote was taken:

Marsha Baker	Aye
Ingrid Becton	Aye
David Dyer	Aye
Philip Hupfer	Aye
William Ryan	Aye
Susan Sadowski	Aye
Rose Walsh	Aye
Linda Wheaton	Aye

At 8:05 p.m. the Board reconvened in Open Session when it was determined that the recording equipment was not functioning properly. Due to this fact, there was no Executive Session.

Before adjourning, Director Boria distributed copies of Administrative Accomplishments for FY 2009-2010 and plans for FY 2010-2011. After briefly reviewing this document, President Walsh distributed copies of the evaluation form to Board members with self-addressed stamped envelopes.

The meeting adjourned at 8:20 p.m.

Linda Wheaton, Secretary