

# HENRY PUBLIC LIBRARY

Board of Trustees Meeting

February 8, 2016

6:30 p.m.

Present: Alvin, A Anderson, S Anderson, Child, Hunt, Nauman, Owens, Robison, Swartz, and Wild

Absent: None

I) The meeting was called to order by Nauman at 6:31.

II) Public Comments - None

III) Minutes (Including any presented committee minutes)

Robison moved that the minutes of the January 11, 2016 meeting be accepted as presented. Owens seconded. Motion passed.

Nauman read thank you cards from the staff for board Christmas bonuses and from Hewett for memorial flowers.

IV) Treasurer's Report – The treasurer's report was reviewed. Robison moved that the report be filed for audit. Owens seconded. Motion passed.

V) Committee Reports

A) Building & Grounds – No Report

B) Finance – No Report

C) Long Range Planning – No Report

D) Automation – No Report

E) Personnel – No Report

F) Grants – No Report

VI) Old Business

A) Library Director mid-year Review

1) Owens as chair of personnel shared what the committee had discussed. Discussed the summer reading program. The committee recommended that the board use the Gina Masters Memorial money for summer reading. The committee has requested that the board packet be available 7 days prior to the meeting. The committee also congratulated Wild on improvements to the facility and updating the libraries technology.

B) Revised Reading of Committee Policy Revisions

1) Alvin moved that the revised policy be approved. Child seconded. Motion passed.

## *COMMITTEES*

*All committees of the Henry Public Library are committees of the whole.*

*The Henry Public Library has both standing and special committees.*

*The president shall appoint a committee chair and secretary for all committees. The board president shall be expected to attend all committee meetings.*

*For special committees, the committee shall be considered discharged upon completion of the purpose for which it was appointed and after a final report has been made to the board.*

*All committees shall make a progress report to the Board at each of its meetings.*

*No committee will have other than advisory power.*

*Unless the committee chair and at least two other committee members (three total) are present at the committee meeting, no recommendations will be forwarded to the full board.*

VII) New Business

A) First Reading of staffing portion of Director's Duties

- 1) The board held the first reading of the proposed staffing policy. There was discussion about whether present was understood to equal on the clock. Wild's position was that if you aren't on the clock you can't be obligated to stay and thus wouldn't meet the two staff threshold.

*To schedule staff hours according to weekly and monthly needs. A minimum of two library staff members shall be present during all hours which are open to the public.*

B) First Reading of hiring portion of Director's Duties

- 1) The board held the first reading of the proposed hiring policy. Swartz asked for clarification on who develops the hiring checklist. Wild and Nauman answered that it would be developed between personnel and the director.

*To secure adequate and reliable staff members. If hire is filling a budgeted and allocated position, the hire will be reported at the next board meeting. If a hire would necessitate a change in the budget or in the number of allocated positions, board approval will be required before hiring can commence. A hiring checklist will be used in all hires.*

C) Staff In Service Day – Wednesday April 20 – Training on ADML and eREAD Illinois

- 1) Swartz moved that the Henry Public Library be closed on April 20 to allow the staff attend training and that the library would cover registration costs and lunch costs if any. Alvin seconded. Motion passed.

D) Book Expo America Conference in Chicago May 11-13

- 1) Hunt moved to approve Wild attending the BEA conference with expenses to be reimbursed up to \$500. Swartz seconded. Motion passed.

VIII) Librarian's Report

A) Statistics – Statistics were on par with previous reporting periods.

B) Gifts -

C) Meetings – See attached scheduled C

D) Updates (HPL, RAILS, RSA, etc)

- 1) Wild updated the board on the coming RSA reporting product and the beta-testing of the online bill pay through RSAcat

IX) Meeting was adjourned at 7:16. Next Meeting 14 March 2016

Sandra Anderson  
Secretary