

Homewood Public Library District Board Meeting
Regular Meeting Minutes
Homewood Library
February 16, 2011

CALL TO ORDER – Mr. Bouchie, president, called the meeting to order at 7:30 p.m. Present at that time were Mr. Barr, Mr. Bouchie, Ms. Eagle, Mr. Flor, Mr. Weiss and Ms. Rauch, administrative librarian.

CONSENT AGENDA – The number of payrolls for January listed on the consent agenda was corrected, from three to two. (The amount of payroll was unchanged.) A motion was made and seconded to accept the consent agenda as amended. (Barr/Weiss)

LIBRARIAN'S REPORT –

Evaluation and action plan: Ms. Rauch presented an action plan based on the recent administrator evaluation.

Furnishings update: The library is waiting for pieces to come in before making decisions on additional furnishings.

CORRESPONDENCE –

Public comment and patron correspondence: Patrons commented on favorably on Facebook training, e-books and Playaways. The board received a complaint about the new paperback shelves and the fact that the library does not stock pre-printed tax forms. Several staff members sent thank you notes for the staff recognition dinner.

COMMITTEE REPORTS –

Advocacy – No report

Facilities – No report

Finance – The money transfer from the General Fund to the Building Reserve and Site Maintenance Fund, approved by the board at the January 2011 meeting to bring the building fund's negative balance up to zero, has been completed.

The board reviewed the library's combined funds statement of activities, IMET monthly report, and balance sheet of all funds as of January 31, 2011.

Governmental Affairs – No report

Library Resources – It was noted the library is due for a collection development review.

Policy – The board discussed whether to add a definition of “computer” to the policy manual, to allow the term to be used in a generic sense throughout the manual to refer to a variety of devices.

The board completed the first reading of the Computer and Internet Use and Public Comment policies. A second reading of each will take place at the March 2011 meeting.

Personnel Policy – The personnel policy committee met with Ms. Rauch and reviewed with her the administrator evaluation forms submitted by the Trustees and the Department Heads Plus committee.

With Mr. Flor’s assistance, the committee began a salary proposal discussion based on the performance evaluations and a Salary Adjustment Study compiled by Mr. Flor. The study analyzed the Homewood Library and the administrative librarian’s 2010 salary in comparison with groups of the 94 Northern Illinois libraries included in the 2010 LACONI survey. Libraries used for comparison are similar to the Homewood Library in geographic region (South suburban), annual operating budget, district population, district equalized assessed valuation (property tax basis), library annual circulation and library average annual circulation per person in the district. (See attached)

Based on this analysis, very favorable evaluations from Trustees and staff, and Ms. Rauch’s many years of excellent service to the Homewood Library district, the committee proposed Ms. Rauch be granted retroactive pay increases of 4 percent and 3 percent for 2009/10 and 2010/11, respectively (years in which she did not receive an evaluation), and a pay increase of 3 percent for 2011/12.

A motion was made and seconded to increase Ms. Rauch’s rate of pay to \$48.14 per hour as of July 1, 2011, with a one-time payment of \$6000 to be made at the earliest convenience to cover retroactive pay. (Postma/Davis-Bridges)

Thanks, Cindy, for all you do.

Audit – No report

Nominating committee: No report

NEW BUSINESS

2011/12 Budget: The library will begin working on a preliminary budget for 2011/12 soon. The budget will assume the library will receive \$0.00 from the State of Illinois.

Staff development plan - discussion: The library is offering 500 online continuing education classes through Universal Class. The self-paced, non-credit personal and professional development classes are led by real instructors who provide feedback on student progress. The board discussed the use of Universal Class as a staff development

tool. It was decided that those who take relevant classes will have this added to their personnel record as part of the consideration for merit increases during staff evaluations.

Foundation 153 sponsorship request: Foundation 153 requested the library provide some level of sponsorship for their annual Spring for Homewood Schools fundraiser April 9. Mr. Flor recused himself from the decision as he has been asked to join the Foundation 153 board. And then the small-town politics dominoes began to fall: Mr. Bouchie recused himself because his wife is the Foundation 153 vice president, Ms. Davis-Bridges recused herself because her husband is the Foundation 153 treasurer, and Mr. Weiss recused himself because he is a District 153 employee. Ms. Eagle, Ms. Posta and Mr. Barr were left without a quorum, so no action was taken, other than looking around the room in amazement. Board members are encouraged to attend the fundraiser.

OLD BUSINESS

2011 election: Three candidates have filed for the Homewood Library district board seats. There are no write-in candidates.

MEETINGS

ALA: The American Library Association will hold its annual conference June 23-28 in New Orleans. Some staff members are attending.

ADJOURNMENT – Mr. Bouchie adjourned the meeting at 9:00.

Accepted _____

Amy Eagle
Secretary