

**NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES**

**Regular Meeting
February 13, 2021
9:00 am**

Meeting may occur in person or virtually. Regardless of in person status residents and board members may attend virtually via Free Conference Call. Call in number is 617-793-8740

- 1. ROLL CALL**
- 2. APPROVAL OF THE MINUTES**
- 3. CORRESPONDENCE -**
- 4. LEGAL COUNSEL**
- 5. LIBRARIAN'S REPORT**

- 6. COMMITTEE REPORTS**
 - A. BUDGET AND FINANCE---Merrionna Pierce**
 - B. POLICY AND BYLAWS --- Catherine Boettcher**
 - C. PERSONNEL--- Elizabeth Norcutt**
 - D. PUBLIC RELATIONS--- Crystal Parker**

- 7. UNFINISHED BUSINESS**

- 8. NEW BUSINESS**
 - A. Review of Bylaws**
 - B. Review of Education requirement for senior staff**
 - C. Financial Update**

- 9. AUDIENCE TO THE PUBLIC**

- 10. ADJOURNMENT**

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of the Regular Board Meeting
January 16, 2021

President Gary Holcomb called the meeting to order at 9:04 A.M.

1. Roll Call: Present were: Catherine Boettcher, Gary Holcomb, Elizabeth Norcutt, Merrionna Pierce, Roger Strasemeier.
Absent: Suzanne Downing and Crystal Parker
2. Minutes: A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to approve the November minutes as presented. Four ayes and zero nays. Motion carried.
3. Correspondence: None
4. Legal Counsel: None
5. Librarian's Report: As presented.
6. Committee Reports:
 - A. Budget and Finance: January monthly Financial Report presented and attached.
 - B. Policy and Bylaws: Director Williams-Baig will be submitted a revised copy of the Bylaws to President Holcomb and Trustee Boettcher for review. No action taken
 - C. Personnel: None
 - D. Public Relations: None
7. Unfinished Business: None
8. New Business:
 - A. A proposal from T-Mobile regarding portable hotspots was reviewed. No action was taken.
 - B. A motion was made by Roger Strasemeier and seconded by Merrionna Pierce to add Juneteenth to list of paid holidays for the Library. Roll Call Vote: Catherine Boettcher, no; Elizabeth Norcutt, no; Merrionna Pierce, aye; and Roger Strasemeier, no. One ayes and 3 nays. Motion failed.
 - C. Director Williams-Baig informed the board that the accountant will be reviewing the end of the year documentation at the end of the month and will report to the Board at the February meeting. No action taken.
 - D. Director Williams-Baig presented the requirements for the Per Capita grant needed for this year. The deadline to file has been pushed back this year to March 15th. Copies of the documents to review were presented to staff who requested hard copies. No action was taken.
 - E. Director Williams-Baig informed the Board that all staff have received their evaluations and only state mandated raises were provided at this time. No action was taken.
11. Audience to the Public: Randall Norcutt stated he very much enjoyed the 2020 Christmas event and thanked all of the staff for putting it together.
12. Adjournment: A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to adjourn the meeting at 9:30 a.m. Four ayes and zero nays. Motion carried.

Respectfully submitted,
Elizabeth Norcutt

February 2021

LIBRARIAN'S REPORT

Greetings. I hope this message finds you safe and well.

The Library has recently been hit with two employees who have tested positive for COVID. Upon notification the Library was professionally sanitized and closed for the required 10 days per CDC guidelines. All staff members were tested and quarantined during that time. We are on a road to recovery and hope to be back to full staffing and full hours by the last week of February.

We are continuing to work on our audit and closing out the end of the fiscal and calendar years of 2020. In addition, we are beginning to look at what activities we can have, if any, for the Easter holiday. We have successfully, and safely, had two large events in 2020 so we are confident we can find some way to enjoy the Easter holiday.

Library elections will be held on April 6, 2021. We have four seats up, two full term and two 2 year unexpired terms. There are a total of 9 people running for these four spots.

Sincerely,
Rosie Williams-Baig
Director

FINANCIAL REPORT

February 2021

Dyer Bank and Trust

PAYROLL \$25,346.18

GENERAL FUND \$ 22,617.91

MONEY MARKET \$103,796.53

PETTY CASH \$3,203.88

SAVINGS \$3,685.74

Total: \$158,650.24

Loan

\$468,539.61

January 2021

Dyer Bank and Trust

PAYROLL \$138,738.60

GENERAL FUND \$ 37,106.39

MONEY MARKET \$103,789.43

PETTY CASH \$3,705.15

SAVINGS \$3,437.59

Total: \$186,777.16

Loan

\$475,300.85



Bylaws of the Nancy L. McConathy Public Library District

Board of Trustees

Article I. Name

- Section 1.01 The name of the Library shall be the Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois.
- Section 1.02 The name of the organization shall be the Board of Trustees of the Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois (also known as the Board).
- Section 1.03 The address of the Library shall be 21737 Jeffery Avenue, Sauk Village, Illinois 60411.

Article II. Trustees

- Section 2.01 The Board consists of seven popularly elected district residents who meet the qualifications established in 75 ILCS 16/30-20.
- Section 2.02 Trustees serve six-year terms.
- Section 2.03 Vacancies
- (a) All vacancies shall be filled by appointment by the remaining trustees in accordance with 75 ILCS 16/30-25.
 - (b) The Board shall work to identify the best qualified candidate for appointment by requesting applications from qualified residents and will conduct interviews with said candidates
 - (c) The Board agrees to keep the information submitted by the interested parties who are not selected for consideration for future vacancies.
- Section 2.04 Trustees will serve without compensation. Any expenses incurred as a result of library duties will be reimbursed from Library funds. Valid invoices and mileage receipts are required for reimbursement.



Bylaws of the Nancy L. McConathy Public Library District

Board of Trustees

- 2.05 The Board will review and adopt an Ethics Statement at the first meeting of the Fiscal new year.
- 2.06 In order to be an effective Board Member, all Trustees should attend all meetings and read materials present for review prior the meetings. Trustees will be provided with the information regarding trainings but can seek the information on their own. Trustees are required to attend at least one training session, in person or virtually, related to the Library per fiscal year. All expenses related to the training session will be reimbursed with Library Funds.
- 2.07 In order to be an active Board Member, all Trustees should make a point to attend at least one activity or program per calendar year.
- 2.07 Trustees shall do their best to not have vested interests directly or indirectly in any person, association or corporation in contract with or presenting contract to the Library. Nor may any Trustee take or receive any money or other thing of value such as a gift or bribe or other means of influencing his or her vote or action in his or her official capacity. Any contract made and procured in violation thereof is void. However, if deemed appropriate, any Trustee may provide materials, services or labor as it is stated in 50 ILCS 105/3. All votes and actions of Trustees must remain in compliance of 50 ILCS 105/3-4.5.
- 2.08 **Orientation**
- New Trustees shall meet with the Board President and the Library Director and be provided the following:
- (a) A tour of the facility grounds including staff introductions.
 - (b) A copy of all policies, including staff and library, as well a copy of the bylaws. Copies can be presented electronically at the request of the Trustee.
 - (c) A reference sheet outlining duties of the Trustees vs. Library Director
 - (d) Current contact information for the Board, Library Director and Assistant Director.
 - (e) A list of pertinent Social Media and contact information for the Library.



Bylaws of the Nancy L. McConathy Public Library District

Board of Trustees

Article III. Officers

- Section 3.01 The Board of Trustees shall have four officers; President, Vice President, Secretary and Treasurer. Every two years, at the May Board meeting following an election, Officer positions will be presented to the Board for nomination and appointment. At the next regularly scheduled meeting, an appointment process will occur. Once a Trustee is nominated for a position a vote of approval by the majority the Board is required for appointment.
- Section 3.02 Officers may be appointed to a maximum of two consecutive two-year terms for any specific office. After their last term is up, they may not serve in that role for at least one year. Trustees may immediately serve in a different officer role. Each officer will serve a term of two years unless a new election for Officers be needed. Officers will be asked to step down from their position if they miss more than six regularly scheduled Board Meetings.
- Section 3.03 All necessary officers will be asked to sign signature cards to allow them to approve and sign checks for all expenditures.
- Section 3.04 Roles of the President
- (a) Call and preside at all called meetings of the Board.
 - (b) Sign all necessary financial or historical documentation.
 - (c) Appoint other Board members to serve as Chairpersons on committees
 - (d) Authorize calls for special meetings
 - (e) Along with the Library Director, prepare meeting agendas. Board members who would like items on the agenda may contact the Director or Board President one week prior to the scheduled meeting time and date.
 - (f) Serve as a spokesperson for the Board in public announcements. The President may delegate this role to another officer if he or she is unable to perform this task.



Bylaws of the Nancy L. McConathy Public Library District

Board of Trustees

Section 3.05 Roles of Vice President

- (a) Perform the duties of the President in the absence, incapacity of or refusal to act.
- (b) Perform the duties of the Secretary in the absence, incapacity of or refusal to act.
- (c) Perform the duties of the Treasurer in the absence, incapacity of or refusal to act.

Section 3.06 Roles of the Secretary

- (a) Keep an accurate record of the Board Meetings
- (b) Administer oaths and affirmations of office

The Secretary may delegate duties but shall retain final responsibility. At the end of the fiscal year, two Trustees (neither being the Secretary) shall be appointed by the President to review and audit the Secretary's records.

Section 3.07 Roles of the Treasurer

- (a) Work with the Assistant Director to maintain an accounting of all Library funds
- (b) Make a financial report at each regular Board meeting
- (c) Work with the Assistant Director to furnish any financial information as may be requested by the Board.
- (d) Be bonded in the amount as may be required by state statute.

The Board shall hire a certified public accountant to perform an audit of the Treasurer's records on a quarterly basis.



Bylaws of the Nancy L. McConathy Public Library District

Board of Trustees

Article IV. Meetings

Section 4.01 The regularly scheduled Board meeting shall take place on the second Saturday of each month at 9am at the Nancy L. McConathy Public Library, 21737 Jeffery Avenue, Sauk Village, Illinois 60411, unless changed in accordance with the Open Meetings Act.

Section 4.02 Four Trustees shall constitute a quorum for the purpose of conducting a meeting.

Section 4.03 The business shall include, but is not limited to the following items that shall be covered in the sequence listed below:

- I. Roll Call
- II. Approval of Minutes
- III. Correspondence
- IV. Legal Report
- V. Librarian's Report
- VI. President's Report
- VII. Committee Reports
 - a. Budget and Finance
 - b. Policy and Bylaws
 - c. Personnel
 - d. Public Relations
- VIII. Unfinished Business
- IX. New Business
- X. Audience to the Public
- XI. Adjournment

Section 4.04 The Library Director shall distribute the agenda and all pertinent information for the meeting to the Library Trustees 48 hours prior to the scheduled date and time of the Board Meeting. Trustees wishing to present an item for the agenda shall provide all necessary information for the item, in writing, to the Library Director, 96 hours prior to the required 48 hours posting date and time of the agenda.



Bylaws of the Nancy L. McConathy Public Library District

Board of Trustees

- Section 4.05 Written minutes shall be kept for all meetings, whether open or closed session. All minutes must have the meeting date, time and location; a list of the names of all Trustees who were present or absent for the meeting; a summary of each discussion for all items on the agenda; and a record of all votes taken on each item.
- Section 4.06 Public Comment
- (a) Any person who desires to comment on Library matters during a regular Board meeting shall be required to identify themselves by name prior to making their comment. Each speaker shall have a maximum of three minutes to express their comments or questions. The President of the Board shall be entrusted to terminate individual or comments as a whole for repetitive, not library related, political, divisive or disruptive comments.
 - (b) The total time allotted for public comment shall be thirty minutes per meeting.
 - (c) Individual time allotment and total comment time allotment may be extended by a two-thirds majority vote of the members present at that meeting.
- Section 4.07 Special and or Emergency meetings shall be called by the President, Secretary of four Trustees. Audience participation during special or emergency meetings shall be focused solely on the items listed on the agenda. Special meeting notice and packet information will be provided to all Trustees at least 48 hours prior to the date and time of the posted meeting. Emergency meeting notice and packet information will be provided to all Trustees at least 24 hours prior to the date and time of the posted meeting.
- Section 4.08 All meeting notices shall be placed in a highly visible area inside the library 48 hours prior to the date and time of in the meeting in accordance with the Open Meetings Act.
- Section 4.09 If a Trustee is unable to physically attend a meeting they are able to attend the meeting virtually. Trustees participating virtually shall have the same rights, privilege and responsibilities
- Section 4.10 All meetings shall be governed by Robert's Rules of Order.



Bylaws of the Nancy L. McConathy Public Library District

Board of Trustees

Article V. Executive Director

- Section 5.01 The relationship between the Director and the Board of Trustees should one of cooperation and communication with clearly defined roles and responsibilities. The role of the Library Board is to set the policies and plan for the long-term plan for the Library. The Director serves as the administrator and professional consultant who covers the day -to-day operations of the Library. The Board shall not attempt to dictate day-to-day practices and procedures. The Director shall not set policy without direction and prior approval of the Board. While the Board is expected to participate in events and programs as participants or volunteers there should be no disciplinary or direct interactions with the staff.
- Section 5.02 Carry out the Library's policies established by the Board
- Section 5.03 Have full responsibility for services, programs, book selections and personnel management.
- Section 5.04 Attend all Boards meetings or inform the Board that a designee will be present.
- Section 5.05 Authorize capital expenditures not to exceed \$1,000.00 for any one item.
- Section 5.06 Be included on the necessary signature cards to authorize them to sign checks for all Library expenditures.



Bylaws of the Nancy L. McConathy Public Library District

Board of Trustees

Article VI. Committees

Section 6.01 The Library shall have four standing committees; Budget and Finance, Policy and Bylaws, Personnel, and Public Relations. The President shall seek volunteers from the Board to serve as Chair on one of the standing committees. The President reserves the right to assign Trustees to committees should no one volunteer. The committee Chair will work with the Library Director to present new ideas, practices and policies to the Board for review and approval.

(a) Budget and Finance Committee role and responsibilities:

- (1) Work with the Director to prepare and present the annual budget.
- (2) Work with the Director to review any future financial plans. If funds are not presently available for plans the Budget and Finance committee will present plans for ways to finance the plans.

(b) Policy and Bylaws Committee role and responsibilities:

- (1) Review the Policy manual annually.
- (2) Provide recommended changes of the policy manual and bylaws to the Board as needed.

(c) Personnel Committee role and responsibilities:

- (1) Work with the Director to word and coordinate the presentation of job postings for new positions.
- (2) Work with the Board President Coordinate the annual evaluation of the Director.

(d) Public Relations role and responsibilities:

- (1) Work with the Programming Liaison to coordinate all Public Outreach from the Board of Trustees.

Section 6.02 The President shall appoint additional committees should the Board find it necessary.

Section 6.03 Committees shall only have advisory powers. All action items must be presented to the Board as a whole for review and approval.



Bylaws of the Nancy L. McConathy Public Library District

Board of Trustees

Article VII. General

- Section 7.01 For the purpose of conducting business, all items presented for approval of the Board require a motion and second before a vote can take place. An approval of the majority of the Board present at that meeting is needed to take action on any topic.
- Section 7.02 Any rules and policies may be temporarily suspended, for the purpose of conducting the business scheduled for that meeting, during any meeting with a two-thirds majority vote. This suspension will cease at the end of the meeting.
- Section 7.03 The Bylaws and Policy Manuals will be reviewed annually to ensure validity and current practice. Amendments and changes to the Bylaws and Policy Manuals can occur at any meeting provided that the changes have been submitted to the Director in the time needed to include the proposed changes in the meeting packet.
- Section 7.04 All contracts for supplies, materials, or labor involving an expenditure in excess of \$25,000.00 shall be let to the lowest responsible bidder after publication of a request for bids in accordance with the law.
- Section 7.05 Checks issued on Library's accounts shall be signed by two authorized signatories.



Bylaws of the Nancy L. McConathy Public Library District

Board of Trustees

Article VIII. Friends of the Library Committee

Section 8.01 Friends of the Library Committee shall be

Section 8.02 The Friends of the Library Committee shall establish a separate bank account (fund) and shall be maintained as a separate fund for accounting purposes, and the balance in the account shall be reported to the Board at the culmination of each fiscal year.

Section 8.03 Within Sixty days after the close of the fiscal year, any account balance exceeding \$7,000.00 shall be transferred in to the general fund and used for either special purposes and /or programs as determined by the Board during the current fiscal year.

Section 8.04 The Friends of the Library committee, should money be available, support two intergenerational Library programs each year. The programs shall be selected at the discretion at the Programing Liaison and Executive Director