

**NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
April 13, 2022
5:00 pm**

Meeting will occur in person

- 1. ROLL CALL**
- 2. APPROVAL OF THE MINUTES**
- 3. CORRESPONDENCE**
- 4. LEGAL COUNSEL**
- 5. LIBRARIAN'S REPORT**
- 6. COMMITTEE REPORTS**
 - A. BUDGET AND FINANCE---Jacqueline McGee & Gary Holcomb**
 - B. POLICY AND BYLAWS --- Roger Strasemeier**
 - C. PERSONNEL--- Catherine Boettcher**
 - D. PUBLIC RELATIONS--- Mary Thompson**
 - E. FRIENDS OF THE LIBRARY --- Friends Representative**
- 7. UNFINISHED BUSINESS**
 - A. Mask Mandate Review**
- 8. NEW BUSINESS**
 - A. Bank Reconciliation Policy**
 - B. Payroll Review Policy**
 - C. Camera Footage Policy**
 - D. Notary Service Policy**
 - E. Policy Amendments**
 - F. New Computers**
 - G. New Cameras**
 - H. Meeting Ordinance**
 - I. TIF Updates**
- 9. AUDIENCE TO THE PUBLIC**
- 10. ADJOURNMENT**

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES

Minutes of the Regular Board Meeting

March 9, 2022

President Dianne Sapp called the meeting to order at 5:11 P.M.

1. Roll Call: Present were: Catherine Boetcher, Carolyn Farmer, Gary Holcomb, Diane Sapp, Roger Strasemeier and Mary Thompson.
Absent: Jacqueline McGee (via phone 5:24)
2. Minutes:

A motion was made by Gary Holcomb and seconded by Catherine Boettcher to approve the minutes for February 2, 2022. Roll Call Vote: Catherine Boettcher, aye; Carolyn Farmer, aye; Gary Holcomb, aye; Roger Strasemeier, aye and Mary Thompson, aye. Five ayes and 0 nays. Motion carried.

A motion was made by Roger Strasemeier and seconded by Mary Thompson to approve the minutes for February 24, 2022. Roll Call Vote: Catherine Boettcher, aye; Carolyn Farmer, aye; Gary Holcomb, aye; Roger Strasemeier, aye and Mary Thompson, aye. Five ayes and 0 nays. Motion carried.
3. Correspondence: None
4. Legal Counsel: None
5. Librarian's Report: As presented.
6. Committee Reports:
 - A. Budget and Finance: As presented
 - B. Policy and Bylaws: None
 - C. Personnel: None
 - D. Public Relations: None
 - E. Friends: President Sapp requested a meeting to be set up with the Board and the Friends of the Library Board.
7. Unfinished Business:
 - A. Brian from Sikich was here to present the audit. A motion was made by Roger Strasemeier and seconded by Gary Holcomb to approve audit for FY 2020-2021 as presented. Roll Call Vote: Catherine Boettcher, aye; Carolyn Farmer, aye; Gary Holcomb, aye; Jacqueline McGee, aye; Roger Strasemeier, aye and Mary Thompson, aye. Six ayes and 0 nays. Motion carried.
 - B. The Mask requirement for staff and patrons was reviewed. No changes were made.
8. New Business:
 - A. A discussion was led by Director Williams-Baig regarding changes in the job descriptions for the Director and the Assistant Director. A motion was made by Roger Strasemeier and seconded by Gary Holcomb to approve the changes as presented. Roll Call Vote: Catherine Boettcher, aye; Carolyn Farmer, aye; Gary Holcomb, aye; Jacqueline McGee, aye; Roger Strasemeier, aye and Mary Thompson, aye. Six ayes and 0 nays. Motion carried.
 - B. President Sapp presented the annual evaluation for Director Williams-Baig. A motion was made by Gary Holcomb and seconded by Carolyn Farmer to accept the evaluation as presented. Roll Call Vote: Catherine Boettcher, aye; Carolyn Farmer, aye; Gary Holcomb, aye; Jacqueline McGee, aye; Roger Strasemeier, aye and Mary Thompson, aye. Six ayes and 0 nays. Motion carried.
 - C. The contracts for the Director and the Assistant Director were reviewed. A motion was made by Catherine Boettcher and seconded by Gary Holcomb extend both contracts until March 2026 as well as to change the salaries of both employees. The new salaries of \$50,000 for the Director and \$40,000 for the Assistant Director. Roll Call Vote: Catherine Boettcher, aye;

Carolyn Farmer, aye; Gary Holcomb, aye; Jacqueline McGee, abstain; Roger Strasemeier, nay and Mary Thompson, aye. Four ayes, 1 nay and 1 abstain. Motion carried.

9. Audience to the Public: none

10. Adjournment: A motion was made by Gary Holcomb and seconded by Catherine Boettcher to adjourn the meeting at 6:38 p.m. Six ayes and zero nays. Motion carried.

Respectfully submitted,
Carolyn Farmer

April 2022

LIBRARIAN'S REPORT

I hope this message finds you all well and safe. The Library has been very busy getting ready for the Annual Egg Hunt! This year we have stuffed over 2100 eggs! We have divided the children into 4 age groups and are super excited for this year! The doors will open for the event at 10:30 on Saturday April 16th. We are always looking for volunteers if any Board members would like to participate.

Through the help of our sponsors we are able to raffle off 16 large baskets, 8 bikes and 4 sets of zoo tickets for the kids! We did not want to leave to parents out this year, so we also have 2 large baskets, 1 Avon basket valued at over 30.00 dollars, a google home mini, a Starbucks gift card, an Amazon gift card and 1 set of zoo tickets.

I would like to take this time to thank our sponsors, their donations have been invaluable to us! Andrea Justin, VP Government/NFP Banking and Community Outreach -Wintrust Bank; Gary Holcomb, Library Board Member; Debbie Williams, Village Board member; Veronica Wrobel, Village resident; Linda Todd, Village resident, Barb Dorman and Illinois Partners in Hope and Donna Miller, Cook County Commissioner. Thank you for your generosity to the McConathy Public Library and the kids of Sauk Village!

We have begun working with Trustee Stasemeier to make more garden beds as they were a big hit last year! Our goal is to begin planting some beds as early as mid May.

Our next meeting will be May 11, 2022 unless one is needed sooner.

Sincerely,
Rosie Williams-Baig
Director

**FINANCIAL REPORT
Dyer Bank and Trust**

April 2022

PAYROLL \$159,369.64
GENERAL FUND \$ 69,641.74
MONEY MARKET \$53,841.29
PETTY CASH \$2,846.53
CHECKING \$677.87

Total: \$ 286,377.07

Loan
\$422,067.14

March 2022

PAYROLL \$107,771.30
GENERAL FUND \$ 81,213.61
MONEY MARKET \$53,828.21
PETTY CASH \$1,153.03
CHECKING \$565.95

Total: \$ 244,532.10

Loan
\$425,163.10

McConathy Public Library Account Reconciliation Policy

It is the attempt of the Nancy L. McConathy Public Library to maintain fiscal transparency and responsibility. In order to do this, it is imperative that there is a policy in place to allow for checks and balances as it refers to financial statements and bank reconciliation

In order to maintain the everyday fiscal workings of the McConathy Public Library, the Board agrees to the following:

Upon receipt of all invoices, the Assistant Director will review the statements for the correct amount. Once the invoices have been reviewed and decided to be correct, the Assistant Director will notify the Board designee (either the Board President or Treasurer). The Board designee will review the sign off on payment and the appropriate amount will be paid.

After the last day of the month and once the bank statements have been received, the Assistant Director or designee will reconcile all invoices against the bank statements provided. Once completed, the Assistant Director will inform the Board designee (either the Board President or the Treasurer) will review that all work has been completed.

McConathy Public Library Payroll Policy

It is the attempt of the Nancy L. McConathy Public Library to maintain fiscal transparency and responsibility. In order to do this, it is imperative that there is a policy in place to allow for checks and balances as it refers to payroll and they disbarment of paychecks.

In order to maintain the everyday fiscal workings of the McConathy Public Library, the Board agrees to the following:

The staff of the McConathy Public Library will be paid on a bi-weekly basis. Employees are responsible for ensuring they clock that they clock in before the start of every shift as well as clock out at the end of every shift. At the end of the two week period, the Director or designee will collect all timecards and calculate the hours worked by all employees.

Once the calculations are complete, the Director will prepare checks. The Board designee (either the Board President or Treasurer) will review all checks upon completion.

McConathy Public Library Video Surveillance Policy

It is the attempt of the Nancy L. McConathy Public Library to maintain transparency and to assist local resident and officials to maintain order throughout the community. In order to do this, it is imperative that there is a policy in place to allow the Library staff the ability to video recordings accessible to those who request past video footage to investigate a crime.

The Nancy L. McConathy Public Library is under video surveillance 24 hours a day, inside and outside. This footage retains recorded for a period of 30 days.

It is the unfortunate circumstance that there may come a time where a crime will be or has been committed on the premises or in the immediate vicinity. In order to do our best to be a good community partner, we would like to offer the ability to have footage be reviewed and downloaded should the need arise.

Should a member of law enforcement ask to review footage, staff will need to be given a specific date and time frame to review the footage. Staff will be available to review footage Monday through Friday from 10:00 am - 4:00 pm. If footage needs to reviewed off site, a flash drive must be provided to staff, the Library will not be responsible for providing a flash drive.

Should a member of the community ask to review footage, a request will need to be made, in writing, and sent to mcconathypubliclibrary@yahoo.com. The request must include; reason for request, a specific date and time frame to review the footage and return contact information to schedule an appointment to view footage. Staff will be available to review footage Monday through Friday from 10:00 am - 4:00 pm. If footage needs to reviewed off site, a flash drive must be provided to staff, the Library will not be responsible for providing a flash drive.

Nancy L. McConathy Public Library District
Notary Service

Users are highly encouraged to contact the library to confirm a Notary is on duty, before traveling to the library.

Rules for Service

1. Users must present United States (Federal) or Illinois (State) issued identification that includes a photo before notary takes place.
2. Notary Service is will charged at \$1.00 per notary signature.
3. Library Staff who serve as a Notary will:
 - a. Follow the notary laws of the State of Illinois.
 - b. Not give professional advice on legal matters pertaining to notarizing signatures.
 - c. Reserve the right to refuse notary service at any time.
4. Witnesses may not be solicited from patrons using the Library
5. Library Notaries are not permitted to make use of a translator to communicate with a Notary service customer.
 - a. The Library doesn't provide bi-lingual notary services.

ORDINANCE NO. 2021-3

An ordinance to amend ordinance number 2020-1 calling the Regular Meetings of the Nancy L. McConathy Public Library District Board of Trustees

Whereas, the Board of Trustees of the Nancy L. McConathy Public Library District is required pursuant to Section 4-10.0 of the Illinois Public Library District Act (75 ICLS 15/4-10.1) and Section 2.03 of the Illinois Open Meetings Act (5 ILCS 120/2.03) at the beginning of each calendar or fiscal year, and state the regular dates, times and places of such meetings, by posting a copy of the notice at the principle office of the Library District:

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT AS FOLLOWS:

Section 1: The regular meetings of the Board of Trustees of the Nancy L. McConathy Public Library District shall be held on the Second Wednesday of the month at 5:00 pm in the Nancy L. McConathy Library District Building located at 21737 Jeffery Avenue Sauk Village, Illinois.

Section 2: The dates for such regular meetings for the 2021-2022 fiscal year shall be as follows:

July	14, 2021	January	09, 2022
August	11, 2021	February	09, 2022
September	08, 2021	March	09, 2022
October	13, 2021	April	13, 2022
November	10, 2021	May	11, 2022
December	08, 2022	June	08, 2022

Section 3: Public notice of the schedule of regular meetings of the Board of the Trustees of the Nancy L. McConathy Public Library District shall be given by posting a copy of a Legal Notice, substantially in the form of Exhibit A attached hereto, at the principal office of the Library District, immediately upon adoption.

Section 4: The ordinance shall be full force and effect forth with upon its adoption.

Adopted this 09th day of June of 2021 by the following vote:

**Ayes:
Nays:
Absent:**

President

Secretary