

MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
August 18, 2009

ROLL CALL

President, Maxine A. Swanson called the regular meeting of the Board of Trustees of the Itasca Community Library to order at 7:00 p.m.

Present were: President, Maxine A. Swanson; Vice President, Paul J. Nelson; Secretary, Deborah S. Wisowaty; Treasurer, David C. Westen; Trustees, Michael S. Golden & Sharon R. Laughlin . Management Association of Illinois, Kathryn O'Connor; Lutheran Church & St. Luke's School, Pastor McReynolds.

Also Present: Library Director, Betsy Adamowski; Business Manager, Izabela Wnuk & Business Assistant, Constance Ronnberg.

Late arrival: Trustee, Mark W. Moersch.

AUDIENCE TO VISITORS:

1.) Teen Reader Award

Sarah Glauberg was awarded an MP3 player that was donated by State Representative, Franco ColaDipietro. It was to be given to a teen that loves to read. Miss Glauberg's name was drawn as she completed the Summer Reading Club with 46 books read. In Representative ColaDipietro's absence, Board President, Maxine Swanson happily awarded the prize.

2.) Kathryn O'Connor, Management Association of Illinois.

Kathryn O'Connor, Compensation Analyst with Management Association of Illinois presented her Salary and Compensation Project via market benchmarking for the Itasca Community Library. Our current updated job descriptions were evaluated against the Laconi Survey, Management Assessment of Libraries and Management Association Salary Survey. The data was blended and adjusted for a projected 5/1/2010 custom pay grade structure. Itasca Community Library has 12 grades of pay, each grade with a minimum, midpoint and high range.

The payroll report assumes all employees are paid at the midpoint level of their job range with the compensation ratio being 100%. The library's current compensation ratio came to 91.7%. This is a very respectable number, but did reveal that 6 employees fall under the minimum level of their grade. The cost to put those employees back in line to the minimum level of their grade is \$2,206.00. It was noted that no employees are at the maximum point of their grade.

Per the Fair Labor and Standards Act, we are compliant. Comp-time is an available option to use for paying overtime. The Library at this time does not have over time issues, however, it is illegal to have a "use it or lose it" policy when dealing with comp-time.

The next step for the board is to move toward approving the pay structure and address the six employees that fall below their grade levels. Mrs. Adamowski will review these employees on an individual basis and provide market adjustments. In May 2010 the annual evaluation will use this material. It was advised that the reanalysis be done every 3 years and that this analysis is to be used as a guideline.

The board discussed the material and was pleased with Ms. O'Connor's presentation.

3.) Representative from Lutheran Church.

Pastor McReynolds from the Lutheran Church and School of St. Luke's presented the library board and staff a resolution from the Church for outstanding Community Service. President, Maxine Swanson and Library Director, Betsy Adamowski accepted the resolution with pride and great appreciation. They also provided homemade cookies that were enjoyed at the meeting.

The threats of state-wide unpaid furlough days will not directly affect our locally controlled library. We may experience issues with van deliveries, talking books & on-line databases, as well as, the LSTA and Per Capita grants.

SECRETARY'S REPORT:

1. Approval of the minutes as Received or Corrected.

- Mrs. Wisowaty made and Mr. Westen seconded the motion to approve the minutes from Tuesday, July 21, 2009.

Voice vote: Ayes: All Nays: None Motion Passed.

FINANCIAL REPORT:

1. Approval of Bills Payable

- Mr. Westen made Mrs. Wisowaty seconded the motion to approve the Bills Payable in the amount of \$ 262,539.93. The motion carried on the following

Roll Call:

Ayes:

Mrs. Wisowaty

Mr. Moersch

Mrs. Laughlin

Mr. Golden

Mr. Westen

Mrs. Swanson

Mr. Nelson

Nays:

2. Treasurer's Report- none

LIBRARIAN'S REPORT:

- The board was greeted with the first signs of a greener library. Bottled water was replaced with a water pitcher and glasses.
- Circulation Associate, Patti Bowman resigned due to personal commitments. Her replacement is Aziza Hosein.
- The permit for the sidewalk project is posted on the front window and "Julie" has marked the area.
- The color of the patio table and benches was shown.
- The Village confirmed their contribution of \$50,000 to our sidewalk project. Mrs. Adamowski will follow up with a formal letter to obtain the project funds.
- The water main that lies directly under our new patio area is owned by the park district. It is the water line for the pool. Schroeder and Schroeder will dig up the shut down box and Public Works will correct the problem. The patio should not see any water issues.
- The Building Dedication is marked for Sunday, October 18th from 1:00-3:00 p.m. The Eaglewood Resort has graciously donated the food for the event. Mrs. Adamowski is

ordering a plaque for the lobby.

- As part of the green library initiative, old plants which are not air cleaning are being removed from the interior of the library and replaced with air cleaning varieties. Gardening is also taking place in back. The library's green logo is displayed in the current newsletter and will be seen throughout the library. The suggestion of going green with the board packets (via email) was also discussed, however, not supported. Mrs. Adamowski will make an effort to further streamline the packet.

The cost of the new controller (brain) for the telephone system is \$7,550.00. The new controller will carry us through many more years of phone use on our current system, as parts for the old controller are obsolete.

REPORTS OF COMMITTEES OF OFFICERS: None

OLD BUSINESS: None

NEW BUSINESS:

1.) Motion to approve June 2009 Pay Grade Assignments as proposed by Management Association of Illinois.

Mr. Moersch made and Mrs. Laughlin seconded the motion to approve the June 2009 Pay Grade Assignments as proposed by Management Association of Illinois.

Voice Vote: Ayes: All Nays: None Motion passed.

2.) Motion to approve 2009/10 Strategic Plan.

Mrs. Wisowaty made and Mr. Moersch seconded the motion to approve the 2009/10 Strategic Plan for the Itasca Community Library.

Voice Vote: Ayes: All Nays: None Motion passed.

ADJOURNMENT:

With no further business before the board Mrs. Wisowaty made and Mr. Golden seconded the motion to adjourn.

Voice Vote: Ayes: All Nays: None Motion passed.

The meeting adjourned at 8:37 p.m.

Minutes were written by Constance Ronnberg.

I hereby note these minutes are approved.

Deborah S. Wisowaty, Secretary

Date