

Franklin Grove Public Library

Regular meeting of the Library Board of Trustees

Tuesday, September 14, 2021 at 6:30 p.m.

Call to order at 6:30 p.m.

Attendance- Trustees: Geri Twardowski, Susie Murphy, Barb Simpson, Marilyn Spangler, Ruth Newcomer, Leigh Delhotal, Director: Jeff Munson. Absent – Patti Forrester

Bookkeeper: Amy Runkel

Public comments

Consent Agenda: Leigh Delhotal motioned to accept as presented. Motion 2nd and approved.

Secretary's report: Director's report – Accepted as presented.

Treasurer's report filed for Audit- August

Memo: Expansion Fund every 2-3 months funds are transferred. Tax money is received in December. Both funds are deposited into the checking account and listed as the Knox Estate in the budget.

Unfinished business

A. Generator Update – Once material is received by Hilliker Electric the Generator will be installed.

New Business

A. Approval of bills to be paid – A motion by Marilyn Spangler, motion 2nd and approved.

B. The *Per Capita* check has been received in the amount of \$1505.98. This amount is to be used for Rebecca Caudill, Caldecott, Blue Stems, and Abe Lincoln Award books. A discussion was had to have some kind of library party or gathering for student patrons who read these books, in which the director will look into.

C. Carpet Cleaning – The time has come for this need, the director will contact appropriate company to schedule.

D. Parameter light – One of the parameter lights has been broken or is just wore out from age and needs to be replaced and installed – Hilliker Electric has been contacted. The Director is currently looking into cost and timeline.

E. Time Clock –Print out to be included in monthly packet, along with schedule.

New Business

A. Approval of 2021-2022 budget. Motion to approve by Leigh Delhotal, motion 2nd and approved as presented.

B. Personnel – 2 staff members have moved on to different jobs. Positions to be filled for weekend and evening hours to be 15 – 20 hours per week at the most at \$12 per hour each. Advertised at the library and on village website.

C. Personnel Committee will meet after consultant has finished with the consulting to set up policy before hiring of new employees.

D. Payroll service to be discussed at a future meeting once consultant has presented her findings.

Meeting adjourned 7:23 p.m.

Additional Meeting:

September 28, 2021 - Discuss Saturday closings

Call to order- at 5:59 p.m.

Attendance- Trustees: Patti Forrester, Susie Murphy, Barb Simpson, Marilyn Spangler, Ruth Newcomer, Director: Jeff Munson. Absent – Leigh Delhotal

Director presented his current schedule of working 55 hours per week to cover the hours for the staff that has recently left for employment elsewhere, in which, he feels overwhelmed. The Director suggest closing the library on Saturdays throughout the month of October until he is able to hire 2 new staff members and start training.

Motion presented by Susie Murphy to open discussion, motion 2nd.

Comments: Questions that were brought forward from trustees present:

1. What about working people, when will they have the opportunity to utilize the library as we already have shortened the times it is open during the week.

2. Where have these positions been advertised for employment?

After much discussion it has been decided that the director will advertise the positions with qualifications on the website, flyers at local businesses, Ashton Gazette. The trustees are not in favor of closing on Saturdays but have compromised to close the first two Saturdays of October. (10/02/21, 10/09/21).

If the Director is not available or chooses not to work the remainder of the Saturdays in month of October, the Trustees will donate their time and fill in and work the hours the library is open if that is what is needed. The books that are checked out will be written down on paper stating material, title, date, time, with patron signing they checked out the stated library material. Returned library materials will put into the drop box, in which the director will input information from list of materials checked out and also returned into library system for weekend materials on Monday following the Saturday of closure.

Currently The Director is salary and the staff is paid hourly. The Director and Michelle work 2 times a week, The Director and Amy 3 times a week and the Director is working on Thursday and Friday by himself until new hires. The Director will train a few Trustees with the procedure of the alarm system.

Trustees stated they do not want this to become precedence and this is a one-time situation for Saturday closures.

Meeting adjourned 7:00 pm

Next meeting: Tuesday, October 12, 2021 @ 6:30 P.M.

Finance Committee – Ruth Newcomer, Geri Twardowski

Personnel Committee – Barb Simpson, Leigh Delhotal (Staff Policy Manual)

Policy Committee – Barb Simpson, Leigh Delhotal, Geri Twardowski

Building & Maintenance – Marilyn Spangler, Susie Murphy, Ruth Newcomer

Ad Hock Committee- Susie Murphy, Marilyn Spangler (Long range library plan).