

Meeting location: Silvis Public Library
105 8th St, Silvis, IL 61282

Date of Meeting: November 14th, 2016

The meeting began at 6:05 pm.

Present: Crystal McCaw Sharon Kelley, Carley Turkmani, Alex Turkmani, Marigrace Alonso, Tony Trulson, Beth Teppen, Joy Cummings

Staff: Nancy Ashbrook

Absent: Amy Ally

Public Comment: None

Minutes – Motion: Crystal McCaw Second: Tony Truson
They were unanimously approved.

\$12,859.60 in bills presented.

Motion: Tony Trulson Second: Marigrace Alonso
They were unanimously approved.

The treasurer's report and trial balance were presented.

The Director gave her monthly report. She reported the the per capita grants were being filled out and submitted as required for Rock River Library District. She gave a report on the several Rotary meetings she was able to attend.

The October Friend's minutes were presented.

In old business, the board reviewed chapter 6, "Access" for per capita requirements. Strategic planning was discussed and the board has taken a copy of the current strategic plan home to review and make any additions if required at the next meeting. The director informed the board that progress was being made on a redesign of the library website. The design and maintenance of the website has been given to the Augustana Web Guild. A review of the job descriptions was performed to see if there was a need to add any new positions or if any existing positions needed to be replaced or updated. A separate meeting will be held in the libraries meeting room on December 5th at 6 p.m. to review the employee performance evaluations. This motion was presented by Alex Turkmani, seconded by Tony Trulson and passed unanimously. A Year End Staff Bonus, added to each employee's pay period, was motioned by Alex Turkmani and seconded by Marigrace Alonso. It passed unanimously. In regards to FLSA compliance the board decided to change the Library Director position from full-time, exempt position to a full time, non-exempt position. Any hours over 40 hours/week will be paid as overtime. Further, overtime per pay period is not to exceed 10 hours. If necessary, the board president can be contacted to approve any hours exceeding that amount. The motion was presented by Alex Turkmani and seconded by Marigrace Alonso. The motion carried with 6 Ayes and 2 Nays.

Meeting location: Silvis Public Library
105 8th St, Silvis, IL 61282

In new business, the board reviewed the circulation policy. The director placed nothing on the library wishlist.

The board went into closed session from 8:14 p.m. to 8:27 p.m.

The items on the agenda for the December meeting are as follows:

In Old Business- The Per Capita chapter review, as motioned by Tony Trulson, seconded by Marigrace Alonso and approved unanimously. Website progress, strategic planning, approval of the circulation policy changes.

In New Business- Appointing the budget committee, closed session.

The meeting adjourned at 8:28 p.m.

Minutes submitted by Carley Turkmani