



BOARD MEETING MINUTES:

August 23, 2018

CALL TO ORDER – Board of Trustees

A Board of Trustees meeting, of the Peru Public Library, was held on August 23, 2018 at the Peru Public Library. The meeting was called to order at 6:34 PM and was presided over by Vice-President Alison Paul.

ATTENDEES

MEMBERS PRESENT: *Alison Paul, Sharon Edwards, Bryan Maggart, and Melissa Duckwall.*

MEMBER APOLOGIES: *Anna Jo McKaig, Leslie Murphy, and Austina Reed.*

DIRECTOR PRESENT: *Maryann Farnham*

GUESTS: *Staff member Lisa Rummel was also present, to take the minutes.*

APPROVAL OF PREVIOUS MINUTES

July Minutes

There were no corrections to the July Minutes.

Maggart motioned to accept the minutes as posted and Edwards seconded. The motion passed.

FINANCIAL STATEMENTS

Edwards stated that the financials were in order and had been approved by her.

Farnham discussed the payment for the landscaping work, and stated that she took \$900 for it out of the Friends of the Library fund, and the remaining \$4,147.70 out of the repair and maintenance portion of the operating fund. The total cost for the landscaping was \$5,047.70. She said there is still a little in the Friends of the Library Fund: \$187.36. She pointed out that there were more financial statements than normal in the board packet as she wasn't certain which the SBDA wanted so included all of them. There were no further remarks on any of the financials.

Maggart motioned to approve the financial statements, claims, and bank and deposit statements, Duckwall seconded. The motion passed.

AGENDA

DIRECTOR'S REPORT

Farnham, the Peru Public Library's director, gave the directors report.

Farnham opened with a report on the budget, as it had to be approved at the meeting. The finance had come up with one they agreed on, with an estimated amount of 3.4% growth. This amount may change based on the DGLF meeting coming up, as the amount increase in Gateway was larger than the amount Farnham thought the increase could be.

Farnham next discussed the salary scale, although neither it nor the budget were voted on until old business. Maggart asked for clarification about whether the increase in budgeted salaries was due to cost-of-living raises or merit wages, Farnham stated both were included in the total amount. Farnham clarified how that worked and that she also included an increase in the janitor's pay. However, the total amount spent on salaries didn't increase much due to having less full-time staff.

Job positions and amounts paid to those people, as well as why some were listed a specific way, were also discussed. Making the janitorial position full-time eventually was discussed, but it was agreed that doing so would have to wait until the library had a larger steady source of income, such as would be the case with an actual contract with the county. Hours of the janitor were also discussed, including how many hours she worked cleaning and how many she worked on the floor doing circulation work.

Paul pointed out that the salary schedule was based on wanting to keep the library's good employees, when several other places in town also provide part-time work and pay better.

Maggart requested that the board wait to vote until after finding out if it falls into line with what the committee had decided elsewhere also – namely, in the Employee Handbook. Voting was postponed till Old Business.

Farnham moved onto renovations after that. She shared that she and two library employees were going to be working on adding more shelving to the genealogy section of the computer room and moving some of the collection to there and out of storage in the basement. She had heard back from Harris, about the windows, and they had said that they hadn't heard back with an order confirmation yet but should within a week or two. Farnham also stated that nothing had been done on the electrical work yet, as she'd been wanting to wait and see how much everything else cost and what funds were left over. However, she still needs to get an estimate for that work next.

This completed the director's report.

OLD (UNFINISHED) BUSINESS)

Farnham and the administrative assistant, Rummel, had been working on the Employee Handbook, and Farnham had it ready for the board to discuss and decide whether or not to approve. All new or edited pieces were highlighted, while all places that needed to be removed were struck-through. The board read through the handbook, stopping to discuss any parts they felt needed to be.

The first point of discussion was on page 11 of the edited version of the handbook. Maggart asked if the library had the staff sign a confidentiality statement, which Farnham said they didn't. He next asked if that would be possible to require. There was some discussion about this including what would happen if a staff member did share staff/patron/board member information. As there is little access to any truly private information, no one else was very concerned. It was finally discovered that Farnham and Maggart were talking at cross purposes and that Farnham was going to require the staff to sign a statement saying that they had read, discussed, and understood the whole handbook, which took care of Maggart's concern of covering all loop holes and possible issues.

Maggart had another question of legality on an issue discussed on page 28 of the handbook: part-time employees who work 30 plus hours each week. He was concerned that the cut-off for full-time and part-time was at 29 hours, but Farnham stated that the 29 hours-a-week (or more) definition of full-time is

only for those businesses with 50 or more employees, so is not applicable to the library. It was also clarified that the new category of part-time employees who work 30 plus hours only includes 3-4 employees, several of whom work on holidays or on weekends, to make up for holidays. Farnham said she'd talked to the Kirkland library recently, and asked them if they gave paid time off to their part-time employees. They do, at a rate of 10 minutes for every hour worked.

Farnham clarified that the vacation time information on page 30 had been re-worked due to a conversation with an employee. She had attempted to clean up the language and remove any confusion that there may have been on it. Maggart asked a few questions regarding it, and was able to get it clarified for him that vacation time is paid when it is taken, and is not banked or paid out. Sick time and personal time do accrue, but not vacation time. Maggart also asked for clarification about who got how much time off.

Page 31 had a list of holidays when the library was closed, and there was some discussion of why the library is now closed on the Saturday of Circus Parade.

The next points of discussion were on the employee evaluations and merit bonuses. Edwards and Paul had worked on the merit bonuses a lot, and decided on what was written in the handbook. Farnham said she wanted to do a brutally honest evaluation of all the staff in November, so that everyone could step it up and still get the bonus in 2019. The salary scale also came back under discussion a little at this point. On the evaluation, Farnham stated that she wanted a clean slate in January – if all complaints (about employees) end and the employees are doing their job like they should be, then good. An employee needs to get 11-15 “E”s (or 11-15 excellents) in order to get an overall evaluation rating of excellent. There are 15 standards that the staff will be evaluated on. Maggart wanted a sentence added in there that “an unsatisfactory review will put you in probation until the following review”, both in the evaluation and in the basic evaluation information, where it discusses that two (2) unsatisfactory evaluations will result in termination of that person’s employment. After some discussion on the terminology, this is what was settled on: “If an unsatisfactory evaluation is received in the first evaluation period, the employee will be placed on probation until the second evaluation at which time a second unsatisfactory evaluation will result in the termination of the employee”. Page 41 had a type on it that the board caught and corrected. Paul asked that the written warning form be included in the handbook, as it is mentioned in the handbook, and it was also decided that the written warning form should include a portion where the employee can include their comments on the issue. The board discussed evaluations and the practical aspect of them for some time, and then Maggart motioned that the Employee Handbook be accepted with the corrections and additions stated and Duckwall seconded. The motion passed with all “aye”s.

The board next looked through the Peru Public Library Policy list. There were minor corrections on pages 1, 8, 11, and 12. Pages 13-14 included a statement that people could not bring guns or weapons into the library, and it was asked if the library needed a sign to that affect. Farnham said that the staff don't frisk anyone or anything like that, they simply can ask someone to leave if they are carrying a gun. She informed the board that this is what the police had recommended years ago, when that section had originally been created. There was an addition on page 23: “or other bodily fluids” right after “No organization may conduct urine or blood” which was discussing the banning of testing those bodily fluids. This concluded the discussion of the policies. Maggart motioned that the board accept the Peru Public Library policy as corrected and Duckwall seconded. The motion passed unanimously.

The board then returned to the budget and salary scale, with Duckwall motioning that the board approve the budget contingent upon the library's meeting with DGLF and Edwards seconding that motion. It passed unanimously.

Edwards motioned that the salary scale be accepted, and Paul seconded that. The motion passed unanimously.

NEW BUSINESS

There was little new business, but Farnham wanted to make sure everyone had seen their copies of the foundation papers in the back of the board packets and knew that even though those papers were included this month, the library had already gotten the money in a previous month.

Edwards asked about getting a notary on staff again, with Farnham saying that she would work on that for the next meeting. Edwards thought that the rules for becoming notarized were changing soon, so that it would need to be done quickly.

Maggart clarified what his commit was working on: the director's evaluation. They will be building off of the staff evaluation, and will make it so the first one will be given in November, just like the staff ones. He also stated that he would email Ethan about the county budget, and carbon copy Farnham and McKaig on it, so that the library would know if the county was planning on giving them funds for county cards again and how much.

The meeting was adjourned by Vice-President Paul at 8:35 PM.

MINUTES PREPARED BY: Lisa Rummel, Peru Public Library staff member

SECRETARY APPROVAL:

Bryan Maggart

Peru Public Library
