

ATTACHMENT A

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, April 19, 2011
7:30 p.m., Kossmann Room**

President Susan Sadowski called the April 19, 2011 meeting of the Board of Trustees to order at 7:30 p.m. in the Kossmann Room.

Board members in attendance included Marsha Baker, Ingrid Becton, Philip Hupfer, John Morrissey, Jan Vanek, Rose Walsh and Linda Wheaton. Bill Ryan was absent. Also in attendance were Library Director Marilyn Boria, Public Information Coordinator Cheryl Moore and Adult Services Librarian Rita Perona.

There were no comments from visitors.

The next order of business was approval of the Consent Agenda. Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the March 15, 2011 Regular Meeting are approved as presented.

That the Time Off Policy is approved as presented.

TIME OFF

Paid sick leave is available to salaried employees only. Sick leave shall be taken in hours and partial hour increments.

Sick leave for all full-time employees shall be earned at the rate of one work day for each completed month the employee is on the active payroll and may be cumulated to a maximum of two hundred and forty (240) work days.

Employees classified as salaried part-time shall receive the same allowance pro-rated according to the number of days worked per week, i.e. 1/5 of the above rate for each day worked per week.

Up to but no more than five days of sick leave shall be advanced to a full-time employee on request for illness. All other vacation, compensatory time and personal days must be used before any sick leave will be advanced.

8.6.1. Sick Leave

Sick leave may be used for illness, birth of a child, disability, including pre- and post-partum disability, or for health maintenance and dental work that cannot

reasonably be accomplished during off-duty hours. It shall also be allowed for the illness of a member of the employee's immediate family if the employee's presence is required to care for the family member. For use of Sick Leave, "immediate family" shall include the employee's spouse, siblings, parents, children, parents-in-law and any member of the employee's household or where the employee is a legal guardian but not a blood relation of a family member.

Accumulated sick leave may also be used to attend a funeral or to take care of an unforeseen emergency that cannot be handled outside of the employee's regular work schedule as outlined in the policy on Bereavement Leave.

To receive compensation while absent on sick leave, the employee shall notify his department head, or the Office Manager if the department head is unavailable, prior to or within four hours after the time set for the beginning of daily duties. Department heads shall have the right to verify the reported sickness, emergency or bereavement of an employee or family member and may require documentation such as a doctor's certificate for absence due to sickness. The doctor's certificate must state the nature of the sickness or injury and whether the employee has been incapacitated for work for said period of absence.

Claiming sick leave under false pretenses shall be cause for dismissal.

8.6.2. Disability Leave

Employees covered by IMRF are eligible to receive either temporary or permanent disability benefits should they become partially or permanently disabled.

8.6.3. Bereavement/Emergency Leave

Two types of leave shall be granted to salaried employees with accumulated sick leave benefits.

Bereavement Leave - Absence with pay will be granted to attend funeral services of an immediate family member or persons living in the household. One day of sick leave may be used for the day of the funeral. Depending on funeral arrangements and travel time needed, up to three more days may be taken and charged to accumulated sick leave. For the purposes of Bereavement Leave, immediate family includes the employee's spouse, children, parents, siblings, grandparents, grandchildren, in-laws, nieces, nephews, any member of the employee's household, and legal guardians.

NOTE: Time off with pay shall be granted to attend the funeral services of persons connected with the Library if minimal staffing can be maintained. This will not be charged to accumulated sick leave.

Emergency Leave - Emergency Leave of up to two days will be granted upon approval of the Director or Assistant Director of the library. Emergency days are intended to provide for an unforeseen emergency that cannot be handled outside of the employee's regular work schedule and will be charged to the employee's accumulated sick leave.

Arrangements for leave should be made through the appropriate department head pending approval of the Library Director.

8.6.4. Jury Duty

Staff summoned for jury duty shall inform their supervisor immediately so that arrangements may be made to cover their absence from work. The Library encourages employees to carry out their responsibilities as citizens in this regard.

When on jury duty, employees are expected to report back to work on any day in which they are excused early enough to do so or on any day they are not required to report for jury duty service.

Full-time employees summoned for jury duty shall continue to receive their regular pay and shall be permitted to retain the allowance received from the court for this service if the service lasts only one day. If jury duty extends beyond one day, all of the allowance received from the court less court approved expenses shall be turned in to the Library. Time spent on jury duty will not be used to calculate overtime pay.

To qualify for jury leave, an employee must submit a copy of the summons to serve as soon as it is received. In addition, proof of service shall be submitted to their supervisor when jury duty is completed.

Non-salaried employees are not eligible for paid jury leave but shall be allowed unpaid time off.

All employees shall be allowed unpaid time off if summoned to appear in court as a witness. Employees appearing in court as witnesses for the Library shall be paid at their regular rate of pay.

8.6.5. Military Leave

In accordance with applicable Federal law, employees inducted into active military service will, upon application, be granted leave of absence without pay for the period of service, and shall be reinstated without loss of seniority or accrued benefits such as sick and vacation leave, provided they return to Library service within 90 days after release from military service. For additional information see 8.6.11., Leave of Absence Without Pay.

8.6.6. Vacation

Salaried Staff

All salaried staff are eligible for vacation leave with pay. Vacation benefits must be earned before they can be taken. No vacation shall be taken during the initial 6 month Introductory Period. An employee who leaves the library shall be paid for accumulated vacation time provided he has completed the initial Introductory Period.

An employee may accrue no more than 1.5 times his/her annual vacation leave.

Vacation leave should be scheduled in advance and shall be taken only with the prior approval of the staff member's supervisor or the head of the department.

Vacation shall be earned at the following rates:

Full-time professional librarians (staff with a master's degree in library science) **and full-time employees in Grade X and above** shall earn 20 days of vacation annually accrued at 12.5 hours per month.

Other full-time staff members shall earn vacation leave according to the following schedule:

Date of employment to completion of four years of service 10 days
accrued at 6.25 hours/mo.

Fifth year of service through completion of 12 years of service 15 days
accrued at 9.375 hours/mo.

Starting in 13th year of service 20 days accrued at 12.5 hours/mo.

Salaried part-time employees shall accrue vacation benefits as outlined above prorated according to their scheduled hours worked, i.e., a professional librarian working 18 3/4 hours per week shall accrue 6.25 hours of vacation per month or 50% of a full-time librarian.

Non-salaried Staff

Paid vacation leave is not available to non-salaried staff. See Section 8.6.11 for Leave of Absence Without Pay.

All non-salaried staff working a minimum of 1025 hours per fiscal year (beginning with the first payroll period in May) excluding hours worked on Sunday (unless Sunday is part of the regularly scheduled work week) shall be eligible for vacation pay.

Vacation pay then will be determined by dividing the number of eligible hours worked in the previous year by 1950 (number of hours for full-time employment). This percentage will be multiplied by the number of vacation days that a full-time employee in this classification would be entitled to receive. The staff member will receive a lump sum payment for these days prior to August 1 of each year.

8.6.7. Holidays

Compensation for holidays:

- a. Full-time salaried staff will be paid for the holidays observed by the Library: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day.

When a holiday occurs on Sunday, the Library will be closed on both Sunday and the following Monday.

When a holiday falls on a staff member's normally scheduled day off, the staff member should schedule another day off during the same week with the approval of the supervisor.

Employees will receive credit for paid holidays that occur while they are on vacation.

- b. Employees classified as salaried part-time shall be paid for the equivalent number of hours which they normally would have worked on the Holidays observed by the Library.

- c. Non-salaried staff working a minimum of 1025 hours per fiscal year, excluding hours worked on Sunday (unless Sunday is part of the regularly scheduled work week), will receive holiday pay determined by multiplying the percentage of hours worked the previous year by 52.5 hours (number of hours of paid holidays for full time staff members).

Holiday pay will be given in one lump sum payment prior to August 1st of each year.

Non-salaried employees who do not work at least 1025 hours per fiscal year are not eligible for pay for holidays the Library is closed.

Employees seeking time off for holidays not observed by Library closings should schedule this with their supervisor. No pay is provided for holidays when the Library is open, but eligible employees may apply personal business days, vacation, or compensatory time toward these holidays.

8.6.8. Personal Days

Salaried staff shall be granted time off for personal business days with pay as outlined below:

- a. Full time salaried staff shall receive four (7.5 hour) personal business days. Note: In the first year of employment, these employees shall receive one personal business day for each quarter in which they are employed, e.g. 4 days if employment begins between January 1 and March 31, or 1 day if employment begins October 1 or later.
- b. Salaried part-time employees shall receive two (7.5 hour) personal business days.
- c. Non-salaried employees are not eligible for personal business days.

Personal business days shall be taken in hours and partial hour increments and shall be used during the calendar year or forfeited. An employee who leaves the library shall be paid for remaining personal days.

Personal business days should be scheduled in advance and shall be taken only with the prior approval of the staff member's supervisor or the head of the department.

8.6.9. Family and Medical Leave

In accordance with the Family and Medical Leave Act of 1993, Elmhurst Public Library grants leave without pay to eligible employees for up to the maximum leave of either 12 or 26 weeks in a 12-month period, depending on the reason for leave. This FMLA leave is a period of time eligible employees can be absent from work for a qualifying reason with job protection. The time off is not paid, unless the employee has personal, vacation, sick or worker's compensation leave that

runs concurrently with FMLA leave. See 8.20 Personnel Appendix I for rules and procedures.

8.6.10. Victim's Economic Security and Safety Act (VESSA) Leave

The Library will provide an employee leave under the Victim's Economic Security and Safety Act (VESSA) consistent with the requirements of that law.

8.6.11. Leave of Absence Without Pay

1. Non-salaried employees who do not qualify for FMLA leave may be granted reasonable unpaid time off, comparable to that earned by full-time employees in their job classification, for vacation or illness in a single year with the approval of the supervisor. Leave is to be arranged in advance if possible.
2. The decision on whether to grant leave shall be based on operational requirements of the department, availability of substitute employees, and the work and attendance record of the individual.
3. Accumulation of seniority shall be suspended for the entire leave period if the individual absence extends for 4 weeks or more. The employee's anniversary date shall be adjusted accordingly.

8.6.12. School Visitation Leave

The Library will provide an employee leave under the Illinois School Visitation Rights Act (820ILCS 147/1-49) consistent with the requirements of that law.

8.6.13. Civil or Criminal Action Leave

An employee who is unable to report for work because of arrest and incarceration shall be placed on leave of absence without pay. If the employee is freed on bail, resumption of active employment pending disposition of the charges will be decided after consultation between the employee's department head and the Library Director.

8.6.14 Family Military Leave

The Library will provide an employee leave under the Illinois Family Military Leave Act (PA 094-0589), consistent with the requirements of that law.

Blood Donation Leave

The Library will provide an employee leave under the Illinois Employee Blood Donation Leave Act (PA 094-0033), consistent with the requirements of that law.

That, effective May 1, 2011, the Elmhurst Public Library will provide library cards to people without public library service living within the boundaries of Elmhurst Community Unit School District 205 by applying the same tax rate paid by Elmhurst homeowners to the equalized assessed valuation of nonresident property. For this same service, renters will pay a fee equal to 20% of one month's rent.

That the Elmhurst Public Library Board of Trustees will participate in the statewide reciprocal borrowing program as promulgated by the Illinois State Library for FY 2011-2012.

That the interest earned in the Library Employee Appreciation Fund for FY 2010-2011 be transferred to the Operating Fund to cover expenditures this fiscal year.

That the Public Conduct Policy is approved as presented.

3.17 PUBLIC CONDUCT POLICY

Individuals are expected to act in an appropriate manner when using the library. Individuals using the library shall engage in reading, studying, using library materials or any other activity normally associated with the use of a public library. Individuals not engaged in any of these activities will be asked to leave the premises. Use of specific library facilities may be limited at busy times.

Employees, library users, and vendors are prohibited from bringing any type of weapon, explosive, or destructive material onto Library property. Only law enforcement officers are permitted to bring firearms onto Library property. Unattended packages, bags, and other personal property are prohibited and may be removed.

Disruptive behavior, which interferes with other individuals' use and enjoyment of the library, is prohibited. Disruptive behavior shall include: harassing or annoying others through noisy or boisterous activities, staring at another person with the intent to annoy that person, following another person about the building with the intent to annoy that person, playing audio equipment so that others can hear it, singing or talking to others or in monologues, or behaving in a manner which reasonably can be expected to disturb other individuals.

Conversation in all public areas of the library should be at a level that does not disrupt other individuals using the library.

Appropriate clothing including a shirt and shoes must be worn in the library at all times. Clothing that is inappropriate or offensive so as to reasonably constitute a nuisance to other individuals using the library is prohibited.

Non-alcoholic drinks in covered containers and cold snack food will be permitted in the library. However, food is restricted to the lobby area and meeting rooms. Food may not produce an odor detectable to other library users.

Smoking is prohibited throughout the building and within 15 feet of any entrance, exit, or operable window under the Elmhurst Municipal Code. Smoking is also prohibited in the John Carroll Reading Garden and the Garden Island in the southwest corner of the parking lot.

Individuals who fail to abide by these rules or other regulations of the library will be asked to leave the premises. The Library Director and, in her absence, the Assistant Library Director, is authorized to ban individuals who repeatedly or egregiously violate library rules from use of the library for a specified period of time or until legal charges filed against the individual for incidents occurring at the library have been adjudicated, in accordance with 75 ILCS 5/4-7-11. Any individual who has been banned may have the decision reviewed by the Board of Trustees.

Rose Walsh seconded the motion. The Consent Agenda was approved as presented.

The next order of business was approval of the April 19, 2011 Accounts Payable. Linda Wheaton moved:

THEREFORE BE IT RESOLVED:

That the April 19, 2011 check register be approved for payment.

Rose Walsh seconded the motion. Director Boria responded to several questions about the invoices. The motion carried.

Director Boria presented the Financial Reports, noting that there had been no changes since the Committee of the Whole meeting. She reminded the Board that the April 22nd check register would include some larger items this month because it was the close of the fiscal year.

In her Director's Report, Ms. Boria reminded the Board that author Donald McCaig would be here on Thursday evening to discuss America's Unfinished War as part of the *Elmhurst Reads: The Civil War*. His program, being held at Hammerschmidt Chapel, begins at 7:00 p.m. Ms.

Boria then distributed copies of a letter received from an Elmhurst couple complaining that the Civil War displays in the library suggested symmetry between the Union and Confederate causes that they thought did not exist. Director Boria noted that she would respond to the couple.

In her President's report, Ms. Sadowksi read a letter from Secretary of State and State Librarian Jesse White awarding the Library a Per Capita Grant of \$44,308.14. Then she reported that the Director Search Committee had met with the consultants to review resumes and evaluate writing samples. Next week, three candidates will be interviewed by the Board Committee and by a staff committee. Finalists will be interviewed by the full Board in May.

The next item of business was a staff report on the Library's e-book collection by Adult Services Librarian Rita Perona who is responsible for this format. Ms. Perona began her report by distributing materials that explain what is available and how to download books. She then demonstrated how to find and download both e-books and audio books from the Library's web site. There were a number of questions from interested Board members.

There was no Unfinished Business.

The first item of New Business was approval to recycle used electronic equipment. Jan Vanek moved:

THEREFORE BE IT RESOLVED:

That the Board of Trustees approves recycling the following equipment:

Dell Model # Optiflex GX520 Serial # BZ6WV81
Dell Model # Optiflex GX270 Serial # 1M2GJ31
Dell Model # Optiflex GX260 Serial # JM118R21
Dell Model # Optiflex GX240 Serial # 6T16211
Dell Model # Optiflex GX240 Serial # HTD4211
Dell Model # Optiflex GX240 Serial # 4L3SY01
Dell Model # Optiflex GX240 Serial # COSWR311
Dell PC Model # DHM Serial # BT16211
Dell PC Model # DHM Serial # GGJTK21
Dell PC Model # DHM Serial # 2F1TW01
Dell PC Model # WHL Serial # 1CMOT71
Dell Monitor Model # 1504FP Serial # MXOJO94747605385C22G
Dell Monitor Model # 1504FP Serial # MXOJO94747605385C3VR
Dell Monitor Model # 1504FP Serial # MXOJO94747605385C3VN
Dell Monitor Model # 1504FP Serial # MXOJO94747605385CSY4

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Dell Monitor	Model # 1504FP	Serial # MXOJO94747605385C3PV
Dell Monitor	Model # 1504FP	Serial # MXOJO94747605385C3VW
Dell Monitor	Model # 1504FP	Serial # MXOJO94747605385CSX2
Dell Monitor	Model # 1504FP	Serial # MXOJO94747605385CSXT
Dell Monitor	Model # 1504FP	Serial # MXOJO94747605385C3PB
Mitsubishi TV	Model # CS35303	Serial # 534365
Mitsubishi VCR	Model # MHSU500	Serial #095958M
QSC Amplifier	Model # 1SA300T	Serial # 040335021
Sharp microwave	Model # R21JCAF	Serial # 83606

Linda Wheaton seconded the motion. The motion carried.

Under Other New Business, Trustee Morrissey indicated that he was planning to visit the new Bolingbrook Public Library in the near future. He offered to take any other interested Board members.

There being no other New Business, the meeting was adjourned at 8:40 p.m.

Ingrid Becton, Secretary