

TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT
MARCH 5, 2001
MINUTES OF BOARD MEETING

REGULAR MEETING: called to order at 7:03 P.M., Harley presiding.

ROLL CALL: Present Abell, Dothager, Hampsten, Harley, Huck, Little, Merz; Present 7 (seven) absent none (0).

OTHERS PRESENT: Bernard (Times Tribune), Walker, Reba Mathis, Jean Sacovac, Denise Putz

PUBLIC INPUT Reba Mathis had a statement to make which Harley said could be made under New Business.

MINUTES: February Minutes were taken by Hampsten and were not available. Hampsten reported that they would be ready for the next meeting,

TREASURERS: See Report

LIBRARIANS REPORT: Circulation increased by 864 books, for a total of 7989. Last years total was 7125. Sixty-nine patron cards were given out (41 new, 27 replacement, and 1 district wide card) in the month of February, 2001. There were a total of 320 items processed (198 books, 127 magazines and tapes) In February of 2001. There were 34 children present for programs in February 2001.

Walker reported that there were 2 overdues last month. She sent one post card and one letter to informing patrons of status of overdue books.

Walker stated that there were approximately 36,000 books on the shelves in our collection.

Dothager read a statement she had prepared about Melanie. Melanie quoted to a new patron that patron should not believe anything she read about board Walker will take care of problem.

FRIENDS: Merz stated that Nita (President of the Friends) will be moving within a month. Merz wanted the Board to acknowledge Nita's contribution to Library. There will be an informal party for Nita on April 17th in the afternoon.

LCLS: There will be a seminar for Trustees on May 19th from 9-3. It is advised that all Trustees attend if at all possible.

PHONE REPORT: Phone bill still higher than it should be but is lower than all time high.

ANNEXATION: Huck read a letter from Mr. Eastman about how we should go about annexation (see copy). Abell to get labels done.

TRIVIA NIGHT: Trivia Night will be April 26th. We need napkins, soda, ice, popcorn, event tickets and 50/50 tickets. Little to check soda price, get posters, flyers, and tickets. Upton to donate \$20.00

OPEN HOUSE: The 25th Anniversary of the Tri Township Public Library District will be on June 9th. We will have an Open House to come rate the event. We will have canvas bags for sale imprinted with the Logo. Some of the bids were (12 X 15 X5 \$7.50); (15 X 12 X 4 \$7.00); (14 X 13 X \$6.50); (15 X 16 \$5.50). We will wait until Walker hears from Penat Systems.

VOLUNTEER APPRECIATION DINNER: Dothager has hired ????? to cater the Dinner. Dinners will be \$5.75 per person. Entertainment is not yet set.

COMMUNICATIONS: There was a form letter from Illinois Power. It pertained to the high cost of power during the last few month. If a payment schedule was needed it could be provided.

There was a printout of when we made payments to our mortgages. The letter indicated that we have \$ 80, 757.68 due on our second mortgage. The 1st mortgage still has \$411, 385,46 due on it.

Little read a letter from Nita Gulley stating that she is donating 3 quilt tops to the Friends for quilting. They will then be sold or raffled with proceeds going to the Friends.

Harley stated that she got a letter from Mr. Eastman stating that he is still waiting to find out about the Arthur Bress estate money.

UNFINISHED BUSINESS: Time Clock: Harley said that the time clock that she had hoped to be given to her by True Value is not available. She stated that she found several clocks from a catalog which she thought would work, and they are as follows. A twelve hour clock which would go to 59 minutes. The cost is \$320.00, replacement ribbons are \$9.00 The clock is electric and you have to push a button to imprint the time. Walker asked to say something about the time clock. Walker stated that she made a survey of the other libraries and none of the other libraries have a time clock, they all do time sheets. Walker stated that even larger libraries do not warrant time clocks. Walker stated that most libraries give employees a time card at the beginning of the week and the employee fills it out and returns it on Friday. Walker stated "that when an employee leaves 15 minutes early they do make up the time somewhere along the line". Walker stated that she knows when the employees are there and when they are not there, "it's not like anybody is cheating anybody on time" Harley stated that she had worked different time slots and there has always been someone who abuses it. Harley stated that she started

work at eight o'clock and there was always one man who clocked in at 6:30 and piddled around.

Walker said that this issue was over a timecards of May 10, 2000 was over a year ago. Walker said "this happened when I was at a meeting on Thursday, and not here on Friday." She stated that she had asked them to fill out our time cards ahead of time so that she could make them out on Saturday her next day of work". Walker again stated that the employees do not cheat on their time cards. She said "that since this issue has come up the employees have been doing what the Board wants them to do" Little stated that on March 2, 2001 she asked about the time cards thinking that they were all supposed to be in the time card box. Walker stated "that the only people's cards that were in the box were Brad, Jean, Melody & Jim's" to which Little responded that Brad's was not there. Walker said she had the rest of the cards as the employees handed the cards to her. Abell responded that whether there is a time clock or not the timecards should be on public display. Walker said "that if Little had wanted the time cards Little should have gone to her(Walker). Walker stated "nobody is costing us time, she can tell us that" Walker said that the "employee can keep their time card wherever they want to. Huck wanted to know if the employees sign in then they get there, sign out for lunch, sign back in after lunch, and out then they leave in the evening, to which Walker said "Yes Ma'm they do, yes ma'm they do. Yes ma'm they do".

Little said she made a copy from a time clock brochure which showed that if every employee were late 10 minutes one time a month it would cost the Library \$8.80 and if they all clocked in late 10 minutes a day for a month it would cost us \$127.00 Walker responded to Huck that the employees sign in each morning. "since this whole thing came up I make sure to ask them if they signed in, when they go on break I asked them did they sign out, did you sign back in, did you sign out for lunch, etc. Huck said then the cards must be someplace else and not in the box because she never sees anyone go into the work room sign in or out while she is there. "Walker said that Deb and them keep their time cards in their desks and as long as Walker knows where they are it is o.k."

Little told of an encounter with Brad on the time card issue which happened on Saturday, March 4th. Little went into the back room to get a copy of the March schedule. Almost immediately Brad came into the back room and said that Little had taken a copy of the schedule that had been in an employees box. Brad said Little had no right to copy it and refused to let me leave the room. He physically closed the door and stood in front of it as to block her exit. At that time Brad said that Little was causing trouble and blamed her for several things that had happened which she had nothing to do with. Only after Little gave the copy up did Brad allow her to leave the room. Little tried to tell Brad some of his accusations were wrong but to no avail. Little stated that if it happens again she will call the police. Little asked Walker to control the situation with Brad which Walker has agreed to do.

Walker said that the President of the Genealogical Society needs to contact her (Walker) about the changes in the scheduling and not just put times on door or room. Abell said that the problem with the Genealogy Room is a symptom of larger problems.

Little asked about who gets IMRF funds. Little said that Brad had told her that Sumner & Putz's hours could not be cut as they were full time. Little inquired as to what was full time? Little also inquired as whether or not Sumner and Putz could be cut back, whether it would affect their IMRF, and was told no it would not affect their IMRF. Walker said that Sumner's hours could not be cut because she needed the full 30 hours to get done what she needed to get done. Putz is the head person, doing things for the front and teacher's request and all that. Huck asked if there were 3 people who helped Deb. "Denise does other reports that she does from the back room" Walker stated.

Abell stated that we just got a letter from Sagovac tonight, and Abell was asking Walker whether she was aware of Sagovac's concerns. Walker replied "I know she has come to me before and said she wants more hours. Jean had 20 hours before I was told to cut hours. Jean's hours were the most flexible so they were easiest to cut, when your part time you work from a weekly schedule. You make get a lot of hours one week and almost none the next. When I have other employees willing to do the work and we had problems at the front. A memo had to go out, and Sagovac had told me before she did not like doing overdues, and if your not going to do the job up front and you think you can just sit there and we had to take AOL off several times and someone keeps putting it back on. Abell said "so its just that these are the workers that work best for you rescheduled, cutting the hours as you were told. "Walker stated that she was not told to cut hours evenly, just to cut hours, she has cut hours in December, January, and February". Abell agreed that Walker was only told to cut hours. Huck said that she got the paperwork for February from Roady and you could see that Sagovac had the least amount of hours. "Abell stated that he thought we were micromanaging, that this is Walkers job. Little stated that she did not think it was right to cut a all the hours from one person. "Abell stated that he wanted Walker to handle this as he does not know anyone's job duties. Walker said that when the staff meets with Harley they will have a job description. Abell said "he understands the concerns, as nobody wants to have their hours cut but we all know that we have been told that we have to meet our budget or at least that's what we have been told, I am not going to sit there and micromanage things". Merz said " We all know why what happened 2 years ago, as to why we are short, to which Huck replied, I gave you the paperwork last month (showing that we received all of the money we were entitled to). Hampsten stated that Merz was beating a dead horse again. Abell said "the issue here is that Walker was told to cut so many hours, and it might not have been fair but I can't sit here and say whether it is or not". Hampsten then replied that he came on this board hoping to help with the library. Huck replied "I had my own separate problem with Sumner and Karen Walker was in her room (office) and heard every bit of it but Walker never did tell Sumner to shut up. I was making copies of the paperwork from Roady's and she (Sumner) came right at my elbow and started chewing on me," Walker replied " she was standing in Walkers office door. She asked

you a question Pat and do you know what your answer to her was" Huck's reply "I don't have to answer you". According to Walker, Sumner was asking Huck as a Trustee, about a problem and Huck said "I don't have to answer you one bit". Walker stated that she was sitting in her office and heard all of it and it is not the first time Sumner and Huck have gotten into it, there are two or three other times that Huck has physically gone after Sumner, who which Huck replied, "I have not." Walker stated that Huck did because Judy Madison had to stop Huck, and once when Van Hoose was in the back room the only thing that separated Huck and Sumner was a book card. Abell stated that the meeting is getting out of hand. Little stated "what is happening to Sagovac right now is what happened to Little three years ago. Little said "I told you people what was happening, you did not believe me, you chose not to listen, that was your business, I'm out and that's the way it goes, but it is happening again. Do you think this is something that just happens every so often or what? This is happening for a reason." Little stated "my hours were cut" to which Walker stated "you got your hours back". Little stated that she had to go through arbitration to get them back, and that not a darn one of you (the board) did anything about it. Little referred to a letter she had sent to the board listing a bunch of problems including that employees were not signing their time cards right etc. Abell stated that he remembered the letter. Little stated that it was not right to cut all of the time from one employee. "This woman has car payments, a child in college etc. and it is not right to put all of the burden on one person. Do you think this is right?" Abell said "it's unfortunate that we do not have the money to pay all. Huck said "Randy and Rebeccah got more hours." Little said "some people got more hours and Sagovac was cut and that was not right, "I don't care how you slice it that is not right". Abell said that this is a matter that is properly addressed to Walker. Abell said "I don't know why, Walker did what she did, she can report on it when she meets with the President of the Board. We can sit here and talk until we are blue in the face, I do not feel that I am equipped to know why she did what she did, I don't have any numbers in front of me showing me. I can't tell you what's fair and not fair." Little asked "John when do you think you are going to know?" "When somebody gets me the information that I can look and make an informed judgment", Abell replied. Huck then stated that the figures she brought show that so and so gets "x" amount of hours etc. Little said she did not like the way things were going, that it was not fair for one person to absorb all of the lost hours. Walker said that if we went back to the previous schedule all would be fine. Walker stated that she works 10 hours a day for four days a week. Abell stated "that the only way I would vote for anything was that if we return to the old schedule and run a deficit. I am not going to vote on anything unless we go back to what it was and everybody gets their hours back". Little made a motion that we take equally from each person working, the hours we need to take to stay within the budget. Abell said he thought it was unworkable. Walker said that we would never be within the budget. Little said "I don't understand why we have a budget if we will not stay within it. Why do we bother to go through all of the budgeting if we don't use it". Abell said "Look at it this way, we are short funds, we don't know why". Merz interjected "oh some of us do". Abell said we were short and we are talking about providing services to the public, you provide those or you don't provide those services. Little stated "that we could use three people instead of four, we do have some options. Walker stated that the other day Little had to go back and interrupt someone during their lunch break to wait on a patron. Abell stated "we should

not be interested in who is working, when, that should be Walker's job. We told her to cut the budget and she did. We could always close the doors when we run out of money.

Walker stated that when she was employed (1989) we had five employees working our budget was \$60,000 and now we have 10 employees and our budget is \$99,400. Walker said that we are 13 years down the road and our budget is not keeping pace with reality. Abell agreed. Little said maybe that would be a way of sticking to the budget, when we run out of money we close and every one take a vacation. Abell said to Little "you are micromanaging by putting the hours up ourselves, let's keep the budget down". Little replies that someone has to do it, to which Abell said it is not his job. Abell again said he was perfectly willing to vote on pre this (old hours), I am not going to vote on anything that is trying to micromanage this situation, either we believe in Walker or we don't. "I am not going to sit here and tell Walker how to do it. I don't know and I am not going to vote on anything that has to do with micromanaging. Little said that we should try equaling up the time lost employee, to which Abell said that can't be done. Abell said "I certainly will vote for anything that returns us to the status quo but I am not going to vote on anything other than that." Little asked Abell if he meant that he would vote for more hours to bring us back to our previous schedule and he said "hey if we run a deficit we run a deficit. Merz wants to know if we have any other funds that we could use. Abell said that we should bring old hours back, including Sagovac's and make the staff happy.

Abell said that he was tired of hashing the same thing out month after month wasting his time. Little reminded Abell that's why he ran for Trustee. Abell replied that the reason he ran was to make sure that this kind of business (the micromanaging) does not happen. Little stated that micromanaging was an overused word to which Abell said it was not an overused word it was just overdone. Little, said that she had a motion on the floor, to cut everyone equally on the cutting of hours until before there were any cuts made. Then cut everyone equally from there.

ROLL CALL: Ayes, three Dothager, Huck & Little(3) nays Abell, Hampsten, Harley, & Merz four (4), absent none (0). Motion failed

Abell made a motion to go back to the pre cut time period and resume those hours. That way we will have a happy staff. Harley asked Abell to wait until she had a meeting with the staff and Walker. She then wanted to have a meeting with Walker, Little and herself. Abell withdrew his motion until these meetings take place.

NEW BUSINESS: The April meeting will be held on 4/10/2001 instead of 4/3/2001 because the election will be on the first Tuesday (4/3/2001) of the month.

ROLL CALL: Abell, Dothager, Hampsten, Harley, Huck, Merz, & Little: Ayes, seven (7), Nays, none (0); absent, none (0). Motion passed

We will have to canvas the election in April.

Adjourn