

**GENEVA PUBLIC LIBRARY DISTRICT  
MINUTES OF THE  
SPECIAL MEETING OF THE BOARD OF TRUSTEES  
APRIL 10, 2014**

**PRESENT:** President Esther Steel, Vice President Travis Ketterman, Treasurer Steven Andersson, Secretary Susan D. Shivers, Trustees Pat Lord, Bob Shiffler, Mark Adams, and Interim Library Director Marilyn Boria.

**ABSENT:** None

**ALSO PRESENT:** Assistant Directors Matt Teske and Peggy Carlson, staff members Debbie Walsh, Susan Wisniewski, Kala Snurka, Pat Bugner, Susan Krass, Ellen Anderson, and Gayle Meers. Also in attendance was Sarah Tobias.

**I. CALL TO ORDER**

President Steel opened the Special Meeting of the Board of Trustees of the Geneva Public Library District at 6:00 p.m. Roll call was taken. All were present.

**II. PLEDGE OF ALLEGIANCE**

**III. CHANGES IN THE AGENDA**

There were no changes to the agenda.

**IV. PUBLIC COMMENTS**

Staff member Susan Krass stated that she did not understand why all of these policy changes were being voted on now when the Library will be getting a new director and not waiting until that director is going to have some input into these changes. President Steel indicated that administrative staff would respond to her question.

**CLOSED SESSION**

Secretary Shivers stated that she was fine with going into Closed Session to discuss matters pertaining to the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body but she was not OK with going into Closed Session to discuss the purchase or lease of real property for the use of the public body.

At 6:04 p.m., Trustee Andersson moved to **go into Closed Session to discuss the purchase or lease of real property for the use of the public body 5 ILCS 120/2(c) (5), and personnel matters pertaining to the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body 5 ILCS 120/2 (c) (3) or (1).** Trustee Lord seconded the motion.

**ROLL CALL VOTE**

**AYES:**        **Steel**                                **Ketterman**  
                  **Lord**                                        **Adams**  
                  **Andersson**                                **Shiffler**

**NAYS:**        **Shivers**

**ABSENT:**    **NONE**                                        **ABSTAIN:**    **NONE**

At 7:57 p.m., Trustee Shiffler moved to **reconvene to the Special Meeting**. Secretary Shivers seconded the motion.

**AYES:**        **ALL**                                                **NAYS:**        **NONE**

**ABSENT:**    **NONE**                                        **ABSTAIN:**    **NONE**

**V. NEW BUSINESS**

- A. Possible action on employee compensation and/or employee performance  
Trustee Shiffler moved to **accept the resignation of Matt Teske from his position as Assistant Director effective April 10, 2014**. Secretary Shivers seconded the motion.

**ROLL CALL VOTE**

**AYES:**        **Steel**                                        **Ketterman**                                **Shivers**  
                  **Lord**                                        **Adams**  
                  **Andersson**                                **Shiffler**

**NAYS:**        **NONE**

**ABSENT:**    **NONE**                                        **ABSTAIN:**    **NONE**

Trustees Shiffler then stated that since Teske will no longer be with the Library, Interim Director Boria has agreed to work additional hours. Her contract will be revised at the next Board meeting.

The next order of business was consideration of additional compensation for Assistant Director Peggy Carlson for the time she served as Interim Director while Teske was on medical leave.

Trustee Lord moved **that the Board approve compensating Assistant Director Peggy Carlson \$781.88 which represents a 10% salary increase for the time she served as both Interim Director and Assistant Director during Director Teske's absence**. Trustee Shiffler seconded the motion.

## ROLL CALL VOTE

**AYES:**        **Steel**                                **Ketterman**                                **Andersson**  
                  **Lord**                                                **Adams**

**NAYS:**        **Shivers and Shiffler**

**ABSENT:**    **NONE**                                                **ABSTAIN: NONE**

B.    Approve Proposed Policy on Merit Pay – Trustee Shiffler, Chair of the Personnel Committee, noted that this was the first of a number of items that the Personnel Committee was recommending. Several of these policies have been reviewed by the Library’s attorney with minor suggestions for change. Interim Director Boria explained that the proposed Policy on Merit Pay had been developed by the Personnel Committee and reviewed by the Department Heads. She noted that if the Board adopts this policy, a new appraisal form will be developed along with categories for evaluation.

Trustee Shivers expressed her concern that the proposed policy states that each employee’s salary must fall within the salary range for his/her position. Trustee Shivers would prefer that the word “should” be used instead of “must” because as the salary ranges go up there may be an employee who may not be doing a good enough job to receive that increase. Also, she is concerned that the policy states that if the Library Director thinks the qualifications and experience of a new hire warrant a higher salary than is authorized in the policy, it must be approved by the Chair of the Personnel Committee and reported to the Board. Trustee Shivers is concerned that there are seven Board members and it would be difficult to undue this decision which should not be made by one person. Her final comment on the plan concerned the statement that employees being promoted to a new position in a higher salary range will receive a promotional increase of 5% on the effective date of the promotion. She would like the wording to say “may” receive a promotional increase because she thinks the employee should be on probation for 60 or 90 days before receiving a promotional increase.

Trustee Shiffler responded to the final comment noting that if supervisors are doing their job in evaluating people, and the employee has demonstrated his/her capability to accept more responsibility, it is entirely appropriate to give a promotional increase on the effective date of the promotion. Trustee Shiffler noted that the Personnel Committee would be reviewing the entire Evaluation Policy which will include a provision for a 6-month evaluation of all newly hired and newly promoted employees.

### Policy on Merit Pay

#### Salary Schedule

A salary grade matrix is used to define salary ranges for all positions (appendix XX). Each position is assigned to a salary grade based on the job description for that position and external salary survey data. Each

salary grade has a midpoint salary level, a maximum salary level 20% above midpoint, and a minimum salary level 20% below midpoint. The salary grade midpoints will be incremented by a consistent percentage from one salary grade to the next.

Salary ranges will be reviewed annually. If adjustments to the salary ranges are deemed necessary, they will be based on both external factors and/or internal financial considerations.

Each employee's salary must fall within the salary range for his/her position.

The salary level for a new hire will be based on the employee's qualifications and experience. In reviewing this information, the Library Director has the authority to place a new hire in the first quartile of the salary range. If the Library Director thinks that the qualifications and experience of the employee warrant a higher salary, it must be approved in writing by the Chair of the Personnel Committee and reported to the Board at their next regular meeting.

#### Merit Pay Salary Increases

All salary increases will be merit-based. The monies available for merit increases will be determined by the Board each fiscal year based on budgetary considerations and external comparisons. Merit increases will be distributed on the employee's anniversary date. The Library Director will develop a merit increase matrix each year and report this information to the Board. The total merit increase amount for the entire library staff must fall within the budgeted level. Cost of Living adjustments will not be given.

Employee merit increases will be based on performance as outlined in the Evaluation Section of this manual (Section XX).

Employees being promoted to a new position in a higher salary grade will receive a promotional increase of 5% on the effective date of the promotion. In a case where the 5% promotional increase does not place the employee in the new salary range, the employee will receive an additional salary adjustment to meet the salary range minimum. If the Library Director thinks that the qualifications and experience of the employee warrant a higher salary increase, it must be approved by the Board of Trustees.

An employee being moved to a position in a lower grade on the Salary Schedule will have his/her salary reduced to an appropriate level within the salary range for the new position.

Trustee Shiffler moved that the Board **adopt the Policy on Merit Pay effective July 1, 2014**. Trustee Adams seconded the motion.

### ROLL CALL VOTE

**AYES:**        **Steel**                                **Ketterman**  
                  **Lord**                                        **Adams**  
                  **Andersson**                                **Shiffler**

**NAYS:**        **Shivers**

**ABSENT:**     **NONE**

**ABSTAIN:**   **NONE**

C.     Approve Personnel Changes in Section II, A-F of Personnel Policy – Interim Director Boria asked if there were any questions about these proposed policy changes which are coming to the Board as recommendations from the Personnel Committee.

Trustee Shivers had a question about what happens when the Library closes early for weather emergencies. Boria replied that the Library has another policy for that situation which the Board can review at a later date.

### PERSONNEL POLICY CHANGES SECTION II, A-F

#### **II. Conditions of Work**

##### **A. Work Week (effective immediately)**

For full-time employees, the work week will be 37.5 hours. Part-time employees will be hired for an average of 10 to 28 hours per week depending upon the position. The work week begins on Sunday and ends on Saturday evening.

##### **B. Sunday Hours (effective June 1, 2014)**

Hours worked on Sunday are considered part of the regular work week and will be compensated at the regular rate.

##### **C. Scheduling (effective immediately)**

Employees will be scheduled to meet the needs of the library. Scheduling of each employee's hours of work will be done by the Supervisor. The work week will, for the majority of library employees, include evening and weekend hours to meet the needs of the library. Employees in public service departments are expected to work a schedule that provides required coverage during the time the library is open.

Exempt staff are expected to work whatever hours it takes to accommodate the workflow of the library.

Supervisors have the authority to request schedule changes of the employees under their supervision as library needs may require. If a full-time non-exempt employee works additional time one day to meet the needs of the library, the supervisor shall, if possible, adjust the employee's schedule for the rest of the pay period so that the employee does not exceed 40 hours in a week or 75 hours in the pay period. When that is not possible, the employee will be paid for the hours worked. Paid time off (vacation, sick leave, personal days, etc.) cannot be used to exceed the 37.5 hour work week. Part-time employees will be paid for all additional time worked.

**D. Overtime (effective June 1, 2014)**

For purposes of overtime, the Department Heads, the Assistant Director, the Business Manager and the Director are exempt employees. All other staff members are non-exempt.

Overtime is paid to non-exempt employees for time worked in excess of 40 hours in a workweek. Overtime applies only after 40 hours of actual work, and not for hours taken as paid time off (vacation, sick leave, personal days, etc.).

Work on a holiday is paid at the overtime rate. Staff required to work on a holiday are paid for a minimum of 2 hours or the number of hours actually worked if greater than 2 hours.

All overtime rates are 1.5 times the employee's regular rate of pay, and are paid during the pay period worked.

Overtime work is not to be at the discretion of the employee and is to be done only as required by the needs of the library. The supervisor must approve overtime hours and/or hours worked beyond the regular schedule for non-exempt employees in advance of the hours worked whenever possible. Employees may not work overtime in one week solely for extra pay or for the purpose of working fewer hours in a later week. If an emergency situation requires an employee to work overtime, the employee is responsible for bringing this situation to the supervisor's attention immediately.

The policy on Overtime will be applied in compliance with the Fair Labor Standards Act.

**E. Comp Time (effective immediately)**

Delete entire section.

**F. Meal and Rest Breaks (effective immediately)**

Employees who work a 7.5 hour day will be required to take at least a 30 minute unpaid meal break as scheduled by the Supervisor. The meal break must be taken no later than 5 hours after work begins. Employees who work less than 7.5 hours may take an unpaid meal break to be determined by the supervisor according to the needs of the department. Any unused meal break time may not be subtracted from the end of the workday.

Employees working at least 4 consecutive hours are entitled to one 15 minute paid rest break to be scheduled by the Supervisor. Employees working a 7.5 hour day are entitled to two 15 minute paid rest breaks, one within the first half of the shift and the second in the last half of the shift. Rest breaks are not to be taken at the beginning or end of the work shift, nor added onto a meal break.

Trustee Shiffler moved **that the Board accept the policy changes in Section II, A-F as presented.** Trustee Shivers seconded the motion.

**ROLL CALL VOTE**

<b>AYES:</b>	<b>Steel</b>	<b>Ketterman</b>	<b>Shivers</b>
	<b>Lord</b>	<b>Adams</b>	
	<b>Andersson</b>	<b>Shiffler</b>	
<b>NAYS:</b>	<b>NONE</b>		
<b>ABSENT:</b>	<b>NONE</b>	<b>ABSTAIN:</b>	<b>NONE</b>

D. Approve FMLA Policy – Interim Director Boria indicated that new copies of this policy had been sent to all Board members following attorney review. Trustee Lord had a question about when a doctor’s certificate would be required. She wanted the policy to be consistent throughout the Library. It was agreed that the Director should be the person to decide whether or not a doctor’s certificate is required. Under the section on Requesting Leave and Employee Responsibilities, Trustee Lord wanted to change the policy to indicate that even if a staff member provides verbal notice, they will also provide written notice in a reasonable period of time. Trustee Lord also requested that the sentence on an employee’s intent to return to work be clarified so that it includes both regular and intermittent leave.

The Board agreed to postpone the vote on proposed changes to this policy change until the April 24, 2014, Regular Meeting.

E. Approved Revised Background Check Policy – Interim Director Boria noted that the attorney’s proposed revisions to this policy had been received that afternoon and were on the table for Board consideration.

Trustee Andersson moved **adoption of the Revised Policy on Background Checks**. Trustee Shiffler seconded.

Trustee Lord asked that a decision on this policy be postponed until the April 24, 2014, Regular Meeting so that she would have time to review the changes.

Trustee Andersson agreed to withdraw his motion and Trustee Shiffler withdrew his second.

F. Approve Change in Library Hours

Trustee Shivers moved that, **effective June 1, 2014, the Geneva Public Library will be open one additional hour on Fridays from 5:00 p.m. – 6:00 p.m. and one additional hour on Sundays from 4:00 p.m. – 5:00 p.m.** Trustee Shiffler seconded the motion.

**ROLL CALL VOTE**

<b>AYES:</b>	<b>Steel</b>	<b>Ketterman</b>	<b>Shivers</b>
	<b>Lord</b>	<b>Adams</b>	
	<b>Andersson</b>	<b>Shiffler</b>	

**NAYS: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

G. Review and Approve Salary Schedule

Trustee Shiffler moved that **the Board approve use of the Salary Schedule developed by the Management Association effective July 1, 2013.** Trustee Adams seconded the motion.

Interim Director Boria noted that the Management Association, in preparing this schedule, had not converted the hourly pay rates to annual rates. So, she distributed another copy of the salary schedule with this conversion.

Trustee Shivers asked for more time to assess the salary schedule with this new information. Trustee Shiffler agreed to withdraw his motion and Trustee Adams withdrew his second. This agenda item will be considered at the April 24, 2014, Regular Meeting.



**VI. OTHER NEW BUSINESS**

There was no other new business.

**VII. PUBLIC AND TRUSTEE COMMENTS**

There were no public or trustee comments.

**VIII. FUTURE AGENDA ITEMS**

In response to an inquiry at the last meeting, Interim Director Boria reported that Anthony Oliver of Cordogan Clark was planning on reporting to the Board at the May 22, 2014, Regular Meeting.

**IX. ADJOURNMENT**

Trustee Shivers moved to **adjourn the meeting of the Board of Trustees.**  
Trustee Lord seconded the motion.

<b>AYES:</b>	<b>ALL</b>	<b>NAYS:</b>	<b>NONE</b>
<b>ABSENT:</b>	<b>NONE</b>	<b>ABSTAIN:</b>	<b>NONE</b>

**MOTION CARRIED**

The meeting of the Board of Trustees of the Geneva Public Library District adjourned at 8:25 p.m.

Respectfully submitted,



Susan D. Shivers, Secretary



Esther Steel, President

**GENEVA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES CLOSED MEETING  
April 10, 2014**

**Portion of Closed Minutes Released to Open Minutes Upon Board Approval  
at November 20, 2014 Board Meeting**

**PRESENT:** President Esther Steel, Vice President Travis Ketterman, Treasurer Steven Andersson, Secretary Susan D. Shivers, Trustees Pat Lord, Bob Shiffler, Mark Adams, and Interim Library Director Marilyn Boria.

**ABSENT:** None

**ALSO PRESENT:** Assistant Directors Matt Teske

President Steel opened the meeting at 6:05 pm.

**Land Acquisition**

President Steel stated that the appraisal which the Library had commissioned for the 6<sup>th</sup> Street property had been received and a summary sent to all Trustees. She had notified Kane County Board Chairman Chris Lauzen, through an email, that the Board had received the appraisal and would discuss options at their next meeting. President Steel then asked the Board for direction on how to proceed. After discussion, it was agreed that President Steel and Vice President Ketterman would meet with Lauzen to request time for the Library to develop a Building Program before a decision would be made on whether or not to purchase the property. It was also agreed to share a copy of the Library's appraisal with Lauzen.

**Personnel**

At 7:56 p.m., the Board agreed to reconvene in Open Session.

Respectfully submitted,

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Susan D. Shivers, Secretary

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President Esther Steel