



BOARD OF TRUSTEES
Regular Meeting

15 December 2009

1. Call to Order & Roll Call-7:04 PM

Trustees Present: Dixon, Marlow, Mays-Browne, Spencer, Uza, Peters

Trustees Absent:

Trustee Bell arrived at 8:05

2. Recognition of Visitors

None

3. Approval/Adjustment of agenda

Trustee Marlow moved to bring revisit PIN Audit from November 17, 2009 Old Business agenda item 10.D and December 15, 2009 Old Business Agenda Item 10. B.

4. Visitors' comments on agenda item

None.

5. New Facility Update

All the parking lot lights are not working. The electrician has been contacted and due out the next day.

6. Consent Agenda (action for all)

- A. Approval of Minutes: 20 November 2009, Trustee Spencer spoke about minutes being more detailed. Director Parker was asked to review the minutes, correct and email to the board members. The final version can be approved at the January 2010 meeting. Director Parker will research look into a better voice device to record minutes.
- B. Treasurer's Report: Director Parker announced that the tax revenues have been coming in better than expected and compared to last disbursement.

- C. Bills Claimed List
- D. Construction Project Invoices.

**MOVE TO ACCEPT THE CONSENT AGENDA AS PRESENTED WITH AMENDMENTS,
WITH THE EXCEPTION OF THE NOVEMBER 20, 2009 MINUTES.**

Motion: Trustee Marlow Ayes: All
Second: Trustee Uza Nays: None

7. Directors Report

- Director Parker asked for update of board contact information.
- Director Parker informed board that a new copier for the staff area might be necessary in the near future.
- Director Parker asked the board to start the thought process regarding alternant revenue streams.

8. Communications

None

9. New Business

A. Information Service Manager

- Director Parker feels that the assistant director portion of the Information Services Manager position is no longer necessary; since the building project is complete. Trustees Spencer and Dixon ask Director Parker to explain. Director Parker explained that the Information Services and Circulation Services Manager along with the director will work as a team to fulfill all the management needs. Trustee Spencer replied that she does not see a need for a full-time assistant director and is interested in the needs of the library long term. Trustee Marlow interjected that the library has never had an assistant director position until the new building project became a reality.

**MOVE TO APPROVE THE INFORMATION SERVICES MANAGER, WITHOUT THE
ASSISTANT DIRECTOR POSITION, AS PRESENTED, WITH AMMENDMENTS**

Motion: Trustee Marlow Ayes: All
Second: Trustee Uza Nays: None

B. Fundraising Committee

- Trustee Mays-Browne volunteered to be on the fundraising committee
- Trustee Spencer would like an approved budget for the fundraising committee

10. Old Business

A. Circulation supervisor/LEAD 1/Person in Charge/Library Team Leader position and salary

- Discussed in conjunction with the Information services Manager New Business agenda item 9.A.
- Trustee Mays-Browne presented the position based on the personnel committee meeting of December 9, 2009.

- Position would be internal promotion with a salary increase for chosen staff for all the hours they work, not just for the shift where they are “in charge”. Staff would perform additional responsibilities in addition to their regular scheduled jobs. They will work with Library Director and department managers on management training, hr issues, building training and being kept abreast of local and global library issues. The title of the position will be Library Team Leader and 2 staff members would be chosen.
- Trustee Marlow motion for the position with a \$2.00 over base salary increase.

MOVE TO APPROVE THE LIBRARY TEAM LEADER POSITION AS PRESENTED WITH THE DISCUSSED SALARY ADJUSTMENT

Motion: Trustee Marlow
Second: Trustee Peters

Ayes: Marlow, Uza, Mays-Brown, Peters
Nays: Dixon, Spencer
Abstain: Bell

Note: after voting was complete, Trustee Spencer asked that her vote be changed to Aye.

B. PIN Audit

- Trustee Marlow discussed the need for the PIN Audit.
- Trustee Uza commented that she knows there are properties in Lynwood that are not being taxed properly by the county and the library would certainly find properties that were not paying into the library tax revenues.

MOVE TO APPROVE THE LAW FIRM OF KLEIN, THORPE AND JENKINS TO PERFORM A PIN AUDIT FOR THE TAXING BOUNDARIES OF THE GLENWOOD-LYNWOOD PUBLIC LIBRARY DISTRICT

Motion: Trustee Marlow
Second: Trustee Peters

Ayes: Dixon, Marlow, Mays-Browne, Peters, Spencer, Uza
Nays: None
Abstain: Bell

12. **Adjournment**

Motion: Trustee Mays-Brown
Second: Trustee Uza

Ayes: All
Nays: None