



BOARD OF TRUSTEES
Regular Meeting

15 September 2009

1. Call to Order & Roll Call-7:05 PM

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

2. Recognition of visitors

Chris Wager - Glenwood Resident/Library Staff Member
Katrina Harris – Former Staff Member
Eartha Dunkin - Library Staff member

3. Approval/adjustment of agenda

A. Katrina Harris

- Trustee Bell stated that on September 9, 2009 former staff member Katrina Harris made a request with Director Parker to speak to the board at the September 15, 2009 board meeting. Since that request was made, Ms. Harris has filed a formal grievance with Director Parker. Once the grievance process has been completed it would then be appropriate for Ms. Harris to address the board, regarding her dismissal. If Katrina Harris wanted to address the board regarding another agenda item she may do so. Ms Harris declined to speak on other agenda items and would address the board at the appropriate time regarding her dismissal from the library.

4. Visitors comments on agenda items

None

5. New Facility Update

Director Parker had nothing to add that was not included in her monthly director's report.

6. **Consent Agenda (action for all)**
- A. Approval of Minutes: 18 August 2009
 - B. Treasurer's Report
 - C. Bills Claimed List
 - D. Construction Project Invoices.

MOVE TO ACCEPT THE CONSENT AGENDA AS PRESENTED WITH AMENDMENTS.

Motion: Trustee Mays-Browne Ayes: All
Second: Trustee Uza Nays: None

7. **Directors Report**

- The library will do the levy in November; after the Budget and Appropriations ordinance is published in the paper.
- There is a new legislation in place for the Freedom of Information Act that will become effective in January 2010. Director Parker will include information on the changes in the next month's board packet.
- Doreen Berrien, the Business Office manager, is a published author. The title of her book is called "All my friends have dark brown eyes".

8. **Communications**

None

9. **New Business**

- A. Katrina Harris
 - Item moved to agenda item 3A.
- B. Administrative Ready Reference Review for Per Capita grant FY2010
 - Reviewed by each board member.

C. Policy Review/Additions: Holiday Pay; Sick Time; Attendance (ACTION)

A committee that consists of Trustee Spencer, Dixon, Peters and Director Parker will meet to discuss and rewrite the policy changes.

D. Three Week Checkout (DISCUSSION/ACTION)

MOVE TO APPROVE CHANGING THE CHECKOUT FOR REGULAR ITEMS FROM 2 WEEKS TO 3 WEEKS, EFFECTIVE JANUARY 1, 2010.

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

E. Materials on Hold limit (ACTION)

MOVE TO APPROVE CHANGING THE NUMBER OF MATERIALS THAT A PATRON CAN HAVE ON HOLD FROM 100 TO 50 ITEMS, EFFECTIVE JANUARY 1, 2010.

Motion: Trustee Mays-Browne Ayes: All
Second: Trustee Marlow Nays: None

F. Staff Development Day (ACTION)

MOVE TO APPROVE A FRIDAY IN JANUARY 2010, DATE TO BE DETERMINED, FOR THE STAFF TO PARTICIPATE IN A STAFF DEVELOPMENT DAY.

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

G. Pennies for Peace Charity (ACTION)

MOVE TO APPROVE TO THE DONATION OF A PORTION OF THE FINES COLLECTED DURING THE MONTH OF OCTOBER TO THE PENNIES FOR PEACE CHARITY; AMOUNT TO BE DETERMINED AT THE NOVEMBER MEETING.

Motion: Trustee Mays-Browne Ayes: Trustee Bell, Peters, Spencer
Second: Trustee Uza Nays: Trustee Dixon, Marlow

10. Old Business

A. Circulation Supervisor/Person in charge/LEAD 1 job description (DISCUSSION/ACTION)

- Director Parker suggested that the staff member who has demonstrated abilities and who is interested would apply for this position. In the event of an issue, the current staff members would go to this person. For taking on this responsibility, this employee would be compensated.

MOVE TO MAKE LEAD 1 POSITION POOL WITH THE AMENDMENTS AS DISCUSSED AND SALARY TO BE DETERMINED LATER.

Motion: Trustee Spencer Ayes: All
Second: Trustee Mays-Browne Nays: None

B. Glenwood-Lynwood Strategic Plan Draft FY2009-2012 (DISCUSSION/ACTION)

Moved to Old Business for October

C. Director Evaluation Process (DISCUSSION)

- The Director Evaluation Process has stagnated. Trustee Spencer will forward preferred form to Director Parker for inclusion in the October board packet and possible vote.

11. Executive Session

For the purpose of discussion of “the appointment, employment, compensation, discipline, performance, or dismissal of specific employees”.

Start 9:02 PM Ended 9:37 PM

12. Adjournment

9:37 PM BY CONSENSUS