

**Your Home Public Library Board of Trustees Meeting
Meeting Minutes December 14, 2015**

Attendees: Director Tillinghast, L. Bryan, D. Bartlow, R. Deemie, E.D. Knight, S. Maximiek

Guests: Don Patterson

Call to Order: 5:30 pm

Receiving of Visitors: Don Patterson

Old Business: Insurance Coverage:

Don Patterson, from The Partners, was invited to speak first. He gave a comprehensive overview of the the policies received for the YHPL insurance policy and answered the boards questions.

Approval of Minutes – delayed until January

Communications/Correspondence:

Stan (who is doing the State Comptroller audit report) does not have the necessary information from us to do the fiscal reporting from Jan-May 2015, which is necessary for the Village to complete their yearly report. We can provide necessary fiscal information from the date that we opened our own checking account, under the agreement that we receive a copy of the full report.

Approval of Claims and Budget:

The Balance Sheet has been updated to remove the “missing” accounts from the first few lines – these sums are showing under Unrestricted Net Assets.

S. Maximiek moved to approve, D. Bartlow second.

Library Directors Report:

Personnel: Interviewing for a new account clerk. Library Clerk Molly Creveling is leaving at the end of the month and applications have already started to come in for that position. Received a refund from Home Depot for not giving us a carpet quote on time. Updated us on issues with 4CLS. No movement forward on state retirement bill; and L. Bryan and R. Deemie will follow up with the Mayor on that issue as necessary.

Fire tower – mayor has it under advisement, possibly to be discussed on 12/15 at the Village Board meeting.

Committee Reports (see attached):

Budget

No action required (SM)

Building

Building committee will come back at the next meeting with a recommendation. Recommendation should be under \$15,000.

Personnel Committee

Suggested wording clarification of Policy 300-1 (Personnel Policy), regarding the sick leave pay out policy. D. Bartlow motions to accept, D. Knight accepts to change.

Nominating Committee

The current slate is as follows: L. Bryant for President (2nd term); E.D. Knight for Vice-President; and S. Maximiek for Secretary (second term). No further nominations were received. D. Bartlow moved to accept the slate, S. Maximiek second. All in favor.

Old Business:

Insurance Coverage: The Board agrees Utica coverage is most comprehensive out of the three plans. R. Deemie moves for the Board to purchase the Utica insurance package as quoted, including umbrella coverage, from Partners Insurance Agency. E.D. Knight seconds. Four in favor, one against. Motion passes.

New Business:

Workplace Environment Policy #300-4: Motion to approve as written by E.D. Knight, second by D. Bartlow.

Harassment Policy 300-6. Motion to approve as written by R. Deemie, seconded by D. Bartlow.

Meeting adjourned at 7: 08 p.m.

Next meeting:

January 11, 2016. Friends meeting room, basement, YHPL.

Board Reports

Budget: We're in good shape financially, only two questions to be resolved. Do we owe the village any money for insurance or money they claimed they "loaned" us? Once this is determined, we'll be able to finalize the budget for next year. Hopefully we'll be able to set up a contingency fund, perhaps \$50,000. Submitted by Dan Knight – 12/8/15

Building: (1) We need to establish a procedure to get the village involved in the building maintenance. There was a minor leak in the boiler water feed line this past week and "Chip" called Evans. The pipe leak was caused by corrosion and in all probability with the old plumbing system this will be an ongoing problem. At some point I recommend that we meet with the mayor and discuss applying for a grant to re-plumb the building. It would be much less expensive in the long run. In the future, "Chip" will call his friend Joe before contacting Evans. This should be SOP and we should bring in outside people prior to contacting the village, only if we have a true emergency. (2) We understand that the village board has approved the roof repair and its waiting for the mayor's approval (*note: see Directors report – SM*) (3) Andrea has received two quotes for the carpeting. She will have samples available for the next board meeting. We recommend that we proceed with the carpeting primarily as a health and safety concern. There is a real bad spot in a high traffic area that could trip someone. - Submitted by Dan Knight – 12/8/15

Personnel: Proposed addition to the section on reimbursement for unused sick leave for Employees on or before April 14, 2014, who have chosen to opt out of their right to be grandfathered into the sick leave reimbursement policy. Right now there is no direction on how and when to get paid out for the 12 days per year for these people.

Proposed 2nd paragraph wording –

"After the accumulation of 90 days of sick time, such employees may elect to receive pay for additional sick leave days in lieu of accumulating them. In no event, however, shall more than 12 days of sick leave be paid to an employee in any one fiscal year. On or before May 1st of each year, the Library Director shall advise each employees of the total number of sick leave days that have been accumulated by such employees through the end of May of that year. At such time, such employees shall have the option of electing to be paid up to 12 sick days in excess of 90 days of sick time, pursuant to the terms stated above, or not. Such options shall be exercised by each employee prior to June 15th and each employee's option shall be made known to the Library Director prior to that date. In the event an employee opts to be paid for sick days in accordance with the terms herein, payment shall be made to the employees in one lump sum on the last pay period in June of that year. In the event an employee does not elect to receive pay for sick days, they shall continue to accumulate until a maximum of 90 days sick leave is reached. Any sick leave days for which an employee receives pay pursuant to the terms herein shall be deducted from the total number of sick leave days accumulated by such employees and shall no longer be available for use in the event of illness."

Fiscal year ending time is better for the Library financially rather than calendar year end. For this year, we could still pay eligible employees their 12 days at the last pay period of December (12/23) should they choose to elect to receive the payout. I assume this means that they must ask for it. – submitted by Sarah Maximiek – November 30, 2015