

**RECORD OF PROCEEDINGS
RITTER PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR SESSION**

Meeting Date: Tuesday, November 9, 2021

The Board of Trustees of Ritter Public Library convened in regular session at 7:00 PM in the Ritter Public Library Community Room. Warden called the meeting to order with the following members and visitors present:

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|---------------|---------|
| Lois Arnold | Present |
| Eileen Bulan | Present |
| Chad Coolidge | Present |
| Zack Dolyk | Absent |
| Pam Reese | Present |
| Sarah Ross | Present |
| Marie Warden | Present |

Employees: C. Springer, J. Walk

Visitors: Angie Folley

Certification of Notification:

Walk certified that a notice of the meeting had been published in the November 4, 2021 edition of the *Vermilion Photojournal*. In addition, it was posted to the Ritter Public Library social media outlets and Library Website.

Approval of Minutes:

Bulan moved that the October 2021 Regular Board Meeting minutes be approved as presented, and Reese seconded. The motion passed unanimously.

Correspondence:

Warden presented a letter from Reenie Rak on behalf of the Friends.

Public Comment:

Warden welcomed Angela Folley to the meeting.

Facility Report:

Walk reviewed the Facility Manager's report (attached).

Director's Report:

Walk reviewed the Director's report (attached).

Financial Report:

Springer reviewed the Fiscal Officer's report (attached).

Bulan moved to accept the financials as presented, and Reese seconded. The motion passed unanimously.

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Committee Reports:

Negotiations Committee:

Warden moved the Board into Executive Session to discuss preparation and conduct of negotiations with public employees concerning their compensation and terms of employment.

Warden stated that no vote will be conducted after the session. A roll call vote resulted as follows: Arnold – Aye; Bulan – Aye; Coolidge – Aye; Reese – Aye; Ross – Aye; Warden – Aye; Dolyk – Absent.

The Board moved into Executive Session at 7:07PM.

The Board moved out of Executive Session at 7:32PM.

Regular Session resumed at 7:32PM.

Personnel Committee:

Coolidge reported on the Personnel Committee. The committee met to discuss the Facility Manager position. The committee feels that we are currently in a good spot, but that if we post that, we can look for an ideal candidate and wait as long as we need to find that person.

Warden asked if everyone was able to see the job description Walk created. Warden stated that whatever we decide, All Seasons will need to negotiate a contract. Paul would continue to monitor the alarm systems if the alarms go out. The Facility Manager would also manage contracts. The salary range is \$18-\$20 per hour. Warden stated that she feels that Walk has done a good job doing this position. Walk is not asking to be relieved of the position. Walk stated she is willing to do whatever the Board decides. Warden reminded the Board that Walk has brought two issues into compliance, fixed the cistern at a reasonable cost, and found the as-built plans. Warden stated she is reluctant to start over with a new person. Warden would like to keep things as they are for the year of 2022. Bulan stated that she feels that Walk has done a good job, but thought Walk did not want to continue. Arnold stated that she feels that Walk has done an excellent job thus far.

Arnold does not feel we will find a person who will meet all the qualifications with the wage presented. Discussed specifics of the job and who would do what if we kept things the way they are.

Ross stated that she feels that Walk has done a great job, bringing to our attention things that have been missed before. Ross stated that she worries about Walk potentially “burning out.” Does like the potential of hiring an outside company to “handyman.”

Reese stated that she is doing a great job. Reese feels that the job description does describe the perfect person.

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Discussed the fact that we would have to hire someone that is licensed and bonded in order to be able to go beyond what is currently being done.

Reese stated she want to hire someone.

Arnold asked what the Personnel Committee would recommend. Coolidge stated that originally, the idea was to post the position, but if the Board feels differently, the Committee does not feel there is an issue. Coolidge did state that if a person was hired for the position, there needed to be a clear chain of command. The Facilities Manager would report to the Director and the Director would report to the Board.

Warden asked what the plan is if we post the position and get to the end of the year and have no one. Discussed what we will do. Discussed what would be “taken back” from All Seasons if the Board changed things mid-year.

Bulan stated we may extend the agreement for another year to give the Board and Walk time to figure out if this was something that can continue. Ross would like to know what percentage of her time is taken.

Bulan motioned to extend the current contracts and agreements for the 2022 year to end on December 31, 2022, and Coolidge seconded. The motion passed unanimously.

New Business:

None.

Old Business:

Warden moved the Board into Executive Session to discuss the retirement and compensation of a public employee. Warden stated that a vote would be conducted after the session. The roll call vote resulted as follows: Arnold – Aye; Bulan – Aye; Coolidge – Aye; Reese – Aye; Ross – Aye; Warden – Aye; Dolyk – Absent.

The Board moved into Executive Session at 8:05PM.

The Board moved out of Executive Session at 8:22PM.

Regula Session resumed at 8:22PM.

Warden moved that in response to correspondence of a former employee, we will uphold the library’s policy and not pay out the 30% sick leave, Arnold seconded. The motion passed unanimously.

Move to Adjourn: Reese moved to adjourn, and Bulan seconded. The motion passed unanimously. The meeting adjourned at 8:29PM.

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The meeting was adjourned until Tuesday, December 14, 2021 at 7:00 PM at the Ritter Public Library.

Caroline Springer
Fiscal Officer

Marie Warden
President – Board of Trustees