BOARD OF TRUSTEES MEETING

Date:      Tuesday, May 5, 2020
Time:      4:30 p.m.
Place:     ONLINE ZOOM MEETING DUE TO LIBRARY CLOSURE

Topic: LDL Board Meeting -- May 5 2020 -- 4:30pm
Time: May 5, 2020 04:30 PM Eastern Time (US and Canada)

Join Zoom Meeting
https://us02web.zoom.us/j/88605407328?pwd=SlMzY3N2K3FzWTRiWVJUSVVBMHRBUT09

Meeting ID: 886 0540 7328
Password: 638359

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1. CALL TO ORDER AND ROLL CALL

2. PRESENTATION – CIRCULATION STAFF UPDATE – KIM RICE

3. PRESENTATION -- SALARY STUDY – BRIAN MORTIMORE

4. ANNUAL AGENDA OUTLINE REVIEW

5. APPROVAL OF AGENDA

6. APPROVAL OF CONSENT AGENDA
   A. Approve the April 7, 2020 regular meeting minutes
   B. Approve March 2020 invoice payments in the amount of $159,294.28

7. PUBLIC COMMENT

8. TRUSTEE COMMENT

9. UNFINISHED BUSINESS

10. NEW BUSINESS
   A. Consideration of a motion to approve elimination of the following positions as discussed at the joint Finance and Personnel committees meeting of April 28, 2020:
      • Reference & Information Library Aide II (two positions)
      • Youth Services, Library Assistant II
      • Local History/Genealogy, Library Assistant II
   B. Consideration of a motion to approve staffing changes and job descriptions as discussed at the joint Finance and Personnel committees meeting of April 28:
      • Eliminate Assistant Director, Library Operations position
      • Create new position, Head of Technical Services
      • Revised job description -- Assistant Director, Finance & Human Resources
      • Revised job description – Assistant Director, Library Services
      • Revised job description – Maintenance Technician
      • Increase Library Assistant II, Youth Services position hours to 40 per week
   C. Consideration of a motion to approve FY2020/21 proposed staffing changes and job description as discussed at the joint Finance and Personnel committees meeting of April 28:
      • Increase base hours for Library Assistant I, Cataloging, from 24 to 28 hours per week
      • Promote existing Library Assistant I, Circulation, from 28 hours per week to full time, Library Assistant II, Circulation, beginning July 1, 2020
      • Eliminate part-time Library Assistant I, Circulation, position beginning July 1
      • Upon successful completion of MLIS degree, promote full time, Library
11. TREASURER’S REPORT
A. General Fund Financial Report as of March 31, 2020
B. Maintenance Fund Financial Report as of March 31, 2020
C. Debt Service Fund Financial Report as of March 31, 2020
D. Bank Account Report as of March 31, 2020

12. COMMITTEE REPORTS
A. Finance
   1. Minutes from joint meeting with Personnel Committee, April 28, 2020
   2. Staffing Changes PowerPoint
   3. Current/Board-Approved Organizational Chart (4-20-20)
   4. Proposed FY 2019-2020 Organizational Chart (4-28-20)
   5. Proposed FY 2020-2021 Organizational Chart (4-28-20)
B. Building and Grounds
C. Planning
D. Policy
E. Personnel

13. DIRECTOR’S REPORT

14. PRESIDENT’S REPORT

15. PUBLIC COMMENT

16. TRUSTEE COMMENT

17. NEXT REGULAR MEETINGS
A. June 2, 2020, 4:30 p.m., LDL Program Room B
B. July 9, 2020 – Annual Meeting -- 4:30 p.m., LDL Program Room B

18. ADJOURNMENT