

----- Forwarded message -----

From: **Steve Yasell** <[REDACTED]>
Date: Sat, Aug 21, 2021 at 12:05 PM
Subject: Fwd: Yasell Proposal
To: Carolyn Drblik <[REDACTED]>

----- Forwarded message -----

From: **Steve Yasell** <[REDACTED]>
Date: Tue, May 18, 2021 at 9:29 PM
Subject: Yasell Proposal
To: Joe Makula <[REDACTED]>, Carolyn Drblik <[REDACTED]>

Here are both up to date documents.

Let me know if there's anything missing.

-Steven

Yissilmissil Productions

PROPOSAL

Date: 05-18-2021

From: Yissilmissil Productions
8141 N. Odell Ave.
Niles, IL 60714

To: Niles-Maine District Library
6960 W Oakton St
Niles, IL 60714

Service Provider	Work to be Completed	Service Rate
Yissilmissil Productions	Communications, Technology and Procedural Consultant to Evaluate, Assess and Inventory for Library Equipment, Systems and Operations	\$100/hour as needed

Current Library communications and technology systems, equipment, and operations will be inventoried and assessed. Current capacity of systems and equipment will be compiled and compared with current and expected future usage. Inconsistencies, incompatibilities, inefficiencies, and overcapacities will be noted and reported to the Board as this information develops.

Insurance Coverage: Professional Liability Policy for \$1,000,000. Copy of policy available for inspection.

Steven Yasell,
Director, Yissilmissil Productions
<http://www.yissilmissilproductions.com>

Mallory A. Milluzzi

From: Susan Lempke <slempke@nileslibrary.org>
Sent: Thursday, August 12, 2021 10:21 AM
To: Mallory A. Milluzzi
Subject: Fw: Special Board Meeting 5/24/2021
Attachments: NML Spec Bd Mtg 5-24-2021 AGENDA final.pdf; Revision Policy 4.02 Appointment 52421 final.docx; NMDL Trustee Manual 52421 final.pdf; YASELL Library consultant proposal 5-18-2021.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

From: Carolyn Drblik <foiarequest.cd@gmail.com>
Sent: Thursday, May 20, 2021 10:07 AM
To: Susan Lempke <slempke@nileslibrary.org>
Subject: Special Board Meeting 5/24/2021

This message was sent from outside the Niles-Maine District Library by someone with a display name matching a user in our organization.
Please do not click links, open attachments, or reply with any personal information unless you recognize the source of this email and know the content is safe.
Thank you, IT Services

Hi Susan,

Attached are the agenda and documents for the Special Board Meeting on 5/24/2021 at 6:30 PM in the Commons Meeting Room to plan the 2021-22 budget process and the approval of policy and procedures revisions.

Please text or call me with any questions [REDACTED].

Thank you,
Carolyn

NILES-MAINE DISTRICT LIBRARY

SPECIAL BOARD MEETING

**MAY 24, 2021 at 6:30 PM
Commons Meeting Room
6960 Oakton Street, Niles, Illinois**

ORDER OF BUSINESS

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Public Comments**
- 4. Unfinished Business**
 - A. MOVE the Library Board of Trustees approve the recommended price tags to be charged for health insurance beginning on July 1, 2021 and ending on June 30, 2022.**
- 5. New Business**
 - A. MOVE to approve recommended changes to Policy 4.02 Appointment.**
 - B. MOVE to approve revisions of the Niles-Maine District Library Trustees Manual.**
 - C. MOVE to rescind the Board Minutes Approval Process document. The Board Minutes Approval Process is part of the Revised Niles-Maine District Library Trustees Manual.**
 - D. MOVE to approve a Communications, Technology and Procedural Consultant to evaluate, assess and inventory library equipment, systems and operations. Yissilmissil Productions at \$100 per hour. Report findings and recommendations to the Board.**
 - E. MOVE to approve a temporary hiring and substitutes freeze effective Immediately.**
 - F. MOVE to suspend all capital projects and special reserve purchases with the exception of emergencies.**
 - G. MOVE to approve a temporary freeze on purchases through June 30, 2021 with the exception of emergencies.**

Board Meeting Order of Business – May 24, 2021

H. MOVE to approve the 2021-22 Library Budget Workshops.

- **Tuesday, June 1, 2021 at 6:30 PM – Commons Meeting Room**
- **Wednesday, June 2, 2021 at 6:30 PM - Commons Meeting Room**
- **Thursday, June 3, 2021 at 6:30 PM - Commons Meeting Room**

MOVE to approve the 2021-22 Library Budget Meetings.

- **Monday, June 14, 2021 at 6:30 PM – Draft 1 Presentation of Budget**
- **Wednesday, June 16, 2021 at 6:30 PM- Adjustments to Budget Presentation**
- **Special Budget Meeting for Public Comments (Usually 10 minutes)**
Date _____ at 6:30

6. Executive Session

Executive session for the purposes of discussing the appointment, employment compensation, discipline, performance or dismissal of specific employees.

15. Open Meeting - Executive Session Vote.

16. Adjournment

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Steven Yasell,
Director, Yissilmissil Productions
<http://www.yissilmissilproductions.com>

NILES-MAINE DISTRICT LIBRARY TRUSTEE MANUAL

Rev.5/24/2021

The document outlines Board of Trustees procedures. This manual may be amended by a majority vote.

I. LIBRARY MISSION

The mission of the Niles-Maine District Library is to engage, inform, enrich and educate its patrons.

II. BOARD OF TRUSTEES (75 ILCS 16/30-55)

The board of trustees shall carry out the spirit and intent of this Act in establishing, supporting and maintaining a public library and for providing library services.

The board may enact, amend, and rescind ordinances and may make and adopt regulations and resolutions for their own guidance and for the government of the library that are expedient and not inconsistent with this Act.

The board shall have the exclusive control of the expenditures of all moneys.

The library shall be forever for the use of the residents and taxpayers of the district, subject to reasonable rules and regulations the board adopts to render the use of the library of the greatest benefit to the greatest number of the residents and taxpayers.

The board may appoint and fix the compensation of a qualified librarian to act as administrator of the district's daily operations. The administrator may hire other employees deemed necessary by the administrator, fix their compensation, and remove those employees, subject to the approval of the board.

III. BOARD MEETING PROCEDURES

a) Agenda

An agenda is required for all meetings. Email requests for agenda items to the Board President or the Executive Director at least one week before a Board Meeting. The Director shall prepare the agenda for each meeting with the approval of the President.

NILES-MAINE DISTRICT LIBRARY TRUSTEE MANUAL

Rev.5/24/2021

b) Voting Procedures

All action items on the agenda must be acted on. Procedures are as follows.

1. A motion is made by a trustee. If no motion is made no further action will be taken.
2. The motion is seconded by another trustee.
3. All trustees are given an opportunity to comment on the item.
4. Each trustee will be called upon by the President to comment.
5. At the discretion of the President, additional time to comment may be granted or the item may be opened for discussion.

c) Voting Roll Call

Votes for action items:

1. Yes – in favor
2. No – not in favor
3. Abstain – to cast neither a Yes vote or a No vote.
4. Pass – to delay voting and be called upon again after everyone else votes. Only one pass vote is allowed.

All votes shall be recorded by the Secretary or designee along with the specific motion. Only Yes and No votes will be counted as for or against the question being voted on. Once a vote is called for, no further discussion will be allowed.

At the discretion of the President, a non-binding vote may be called for by a show of hands to facilitate deliberation prior to a formal vote.

NILES-MAINE DISTRICT LIBRARY TRUSTEE MANUAL

Rev.5/24/2021

d, Agenda Format

Order of business at regular board meetings:

1. Call to Order
2. Pledge of Allegiance
3. Public Comments
4. Approval of Minutes
- 5 Travel Requests. (Virtual and In Person Professional Development)
- 6 Payment of Bills
7. Ordinances and/or Resolutions
8. Treasurer's Report
9. Secretary's Report

10. Director's Report
11. Communications
12. Liaison Reports
13. New Business
14. Unfinished Business
15. Executive Session
16. Action if any on Executive Session items.
17. Other
18. Adjournment

NILES-MAINE DISTRICT LIBRARY TRUSTEE MANUAL

Rev.5/24/2021

e) Board Minutes Approval Process

1. A motion to approve board minutes is moved and seconded.
2. Corrections to board meeting minutes are presented.
3. The secretary (notetaker) will verify the corrections on the video or and enter the changes to the minutes.
4. These corrected board minutes will be approved at the next board meeting. Approved board minutes are uploaded to the library board packet and emailed to trustees within 7 days.

e) Board Meeting Packets

1. Board Meeting packets are dropped off to the trustees on Friday before the board meeting. Electronic copies of board packets are also emailed to trustees on Friday before a board meeting.
2. Board packets are to include copies of all documentation detailing each agenda item, including but not limited to copies of all presentations, reports, proposals, bids, ordinances, contracts etc. Agenda items for discussion and vote require a documented explanation provided to trustees with pertinent details in their board packets. Any agenda item documentation not included in the board packets on Friday will be removed from the agenda and rescheduled. The revised board agenda will be posted on Friday.

f. Board Meeting Videos

Board Meeting videos are uploaded to you tube and the library website by the following day after the board meeting.

IV. BOARD MEETING PROTOCOLS

1. Trustees will be called upon systematically and individually by the President/Presiding Officer to speak about agenda items.
2. Trustees having questions for speakers or presenters will be called upon systematically and individually by the President/Presiding Officer to comment
3. Should more than one trustee request to speak, the President/Presiding Officer will select trustees to proceed.

NILES-MAINE DISTRICT LIBRARY TRUSTEE MANUAL

Rev.5/24/2021

V. CONDUCT

1. The President/Presiding Officer shall preserve order and decorum during board meetings.

VI. COMMUNICATIONS

1. Trustees are encouraged to interact with library staff sharing information or asking questions.
2. The Director as the sole employee of the Board will promote open dialogue between library staff and trustees.
3. The Director will support the compilation and completion of information requests by trustees to the library.
4. Trustees will have access to reviewing, requesting or discussing documentation, files and information when needed as customary being a board trustee.
5. Emails sent to Trustees of an urgent nature or requiring a quick response will also be conveyed by a group text or group phone call to all trustees.

VII. OPEN MEETINGS ACT

1. Three trustees meeting in person, by telephone, emailing or texting is a violation of the Open Meetings Act.
2. Trustees should not "reply to all" in an email because this will violate the Open Meetings Act. Emailing all trustees is also a violation of the Open Meetings Act.

NILES-MAINE DISTRICT LIBRARY TRUSTEE MANUAL

Rev.5/24/2021

4.02 APPOINTMENT

Position Opening/Resignation

Openings occur upon the resignation or termination of an employee and the intent of the Board to fill the position or upon the creation of a new position by the Board of Trustees.

All employees voluntarily leaving the employment of the Library District should submit either a letter of resignation or complete a "Voluntary Quit" form to the Library Director. Professional staff is expected to provide one month's notice and clerical staff two weeks notice of resignation. An employee who fails to report to work for three or more consecutive days without notice shall be deemed to have voluntarily resigned from employment.

The Director will establish a procedure for announcing position openings, accepting and evaluating applications, interviewing potential candidates and selection of the final candidate to be recommended to the Board of Trustees for hiring approval.

Check of Candidate's Qualifications

All applicants must provide references to be considered during the interview process.

Candidates for all positions, prior to presentation to the Board for official approval and appointment will be subject to a criminal history background check. Applicants shall complete in full forms provided by the company selected for providing background checks. This company will provide the Library Director with the results of the background check.

If the Director decides to take adverse action based on the background check, a prospective employee will be given a copy of the report and may contest the accuracy of the report to the Director within seven days of receipt of this report.

Adopted by the Niles Public Library District Board of Trustees 7.1.92

Revised 4.17.96; 10.16.96; 3.16.05; 9.20.06; 8.20.08; 12.16.15; 12.14.16; 5.24.21

All employees who may be expected to drive the library van shall have their driving records checked prior to their employment and thereafter on not less than an annual basis. Any employees hired to drive shall be required to immediately report any license suspension or revocations to the Director.

Appointments

Appointments of personnel shall be on the basis of qualification and pertinent experience only. Appointment to the staff shall be made by the Library Director, subject to approval by the Board of Trustees. The Library Director is authorized to hire at a salary 25% above the minimum of a range for open positions. Recommendations for appointment will be made at official meetings of the Board of Trustees for approval.

Following Board approval of an employment recommendation, the Director will send the new employee a letter of employment stating the official starting date, conditions of employment and a schedule for orientation to the Library.

Training Period

The first ninety (90) days of employment shall be considered an employee's training period. During this period, you have an opportunity to evaluate the Library District as a place to work, and the Library District has an opportunity to evaluate you as an employee with regards to your work, skills, attendance, punctuality, performance in the job, and other job-related criteria. The Library District may not follow progressive discipline for rule violations or performance issues occurring during the training period. The supervisor of an employee in his/her training period will generally conduct an evaluation at the end of the new employee's training period.

The training period is merely an administrative designation. Satisfactory completion of the training period does not create any additional job security or rights for the employee; employees continue to serve and be employed on an at-will basis both during and after the training period. At any time during the training period and after the conclusion of the

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training period, you may be terminated. The Library District reserves the right to extend or shorten the training period within its discretion.

Deferred Compensation for Full-Time Employment

All employees may contribute to the Library District's Deferred Compensation Plan (457) on a pre or post tax basis with ICMA which has been at the Library for several years. Anyone can open an account and save. There are several investment and funding choices including regular 457 plans which are funded by pre-tax salary deferrals and earn interest on a pre tax basis. Taxes are due when the funds are withdrawn. ICMA also offers a Roth 457 which is funded with after-tax funds and earn interest tax free.

Full time employees and part time employees who work at least 1,000 hours per year are automatically enrolled in the Illinois Municipal Retirement Fund ("IMRF"). IMRF is a defined benefit pension plan. Each employee has 4.5% of his/her wages withheld and sent to IMRF. The Library District also contributes an amount which is determined by IMRF to fund your retirement. IMRF has an 8 year and a 10 year vesting program depending on when you, join and 75% of your pay in retirement depending on how many years' experience you have upon retirement. IMRF also has a provision where employees may save an additional 10% of wages. More information may be found at <http://www.IMRF.org>.

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