

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

**WORK SESSION
Wednesday, December 7, 2016
Meeting Room 1B
5:45 p.m.**

AGENDA

1. Call to Order –John Walsh, President
2. 2017 Holiday Schedule, 2017 Pay Schedule, 2017 Salary and Wage Schedule, Resolution – Kyle Wickemeyer-Hardy, Marilyn Wood (page 1-4)
3. 2017 Fines & Fees Schedule – Gary Lettelleir (page 5)
4. 2017 Board meeting dates – Marilyn Wood (page 6)
5. Public Comment
6. Adjournment

View the Board Packet on the Library's website:

<http://mcpl.info/library-trustees/meetings>

MONROE COUNTY PUBLIC LIBRARY 2017 HOLIDAY CLOSING SCHEDULE

January 1 (Sunday)	New Year's Day
March 28 (Tuesday)	Staff Day
April 16 (Sunday)	Spring Holiday
May 29 (Monday)	Memorial Day
July 4 (Tuesday)	Independence Day
September 4 (Monday)	Labor Day
November 23 (Thursday) November 24 (Friday)	Thanksgiving
December 24 (Sunday) December 25 (Monday)	Winter Holiday
December 31 (Sunday) (close at 5pm)	New Year's Eve

2018

January 1, 2018 (Monday)	New Year's Day
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**MONROE COUNTY PUBLIC LIBRARY
PAY SCHEDULE
2017**

PAY PERIOD	PAY DATE
December 12 – December 25, 2016	January 6
December 26 – January 8	January 20
January 9– January 22	February 3
January 23 – February 5	February 17
February 6 – February 19	March 3
February 20 – March 5	March 17
March 6 – March 19	March 31
March 20 – April 2	April 14
April 3 – April 16	April 28
April 17 – April 30	May 12
May 1 – May 14	May 26
May 15 – May 28	June 9
May 29 – June 11	June 23
June 12– June 25	July 7
June 26 – July 9	July 21
July 10 – July 23	August 4
July 24 – August 6	August 18
August 7 – August 20	September 1
August 21 – September 3	September 15
September 4 – September 17	September 29
September 18 – October 1	October 13
October 2 – October 15	October 27
October 16 – October 29	November 10
October 30 – November 12	November 24
November 13 – November 26	December 8
November 27 – December 10	December 22

2018

December 11 – December 24, 2017	January 5, 2018
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MONROE COUNTY PUBLIC LIBRARY
Wage and Salary Schedule
2017

Pay Grade	Market Minimum	Market Maximum
Non-Exempt / Hourly		
1	\$9.75	\$14.63
2	\$10.72	\$16.08
3	\$12.43	\$18.65
4	\$13.44	\$20.16
5	\$14.66	\$21.99
6	\$15.78	\$23.67
7	\$17.32	\$25.98
8	\$19.11	\$29.79
9	\$21.36	\$33.16
Exempt / Bi-Weekly Salary		
10	\$1,910.34	\$2,865.51
11	\$2,723.25	\$3,404.06

RESOLUTION TO ADOPT 2017 PAY SCHEDULE, WAGE and SALARY SCHEDULE, PAY INCREMENT, AND HOLIDAY CLOSING SCHEDULE

WHEREAS it has been determined that it is now necessary to adopt a Salary Schedule, Pay Schedule, and Holiday Closing Schedule for the 2017 fiscal year, and

WHEREAS the Board desires to adjust the Wage and Salary schedule in order to continue to attract and maintain the Library’s talent in a competitive market and to provide a cost of living increase to our valued staff who are employed at the Library as of December 31, 2016 and,

WHEREAS the board wishes to adjust the current minimums and maximums within the Wage and Salary Schedule based upon local market research, and provide a cost of living increase which falls within the amount budgeted for 2017,

NOW THEREFORE the Board adopts the 2017 Wage and Salary Schedule and approves a .75 cent or a 3% incremental increase per hour – whichever is higher – for all who are employed at the Library as of December 31, 2016 (effective for the first pay date of 2017 on January 06, 2017, which includes the pay period beginning December 12, 2016 and ending December 25, 2016); Pay Schedule, and Holiday Closing Schedule.

Presented to the Monroe County Public Library Board, read in full and adopted this 14th day of December, 2016, by the following aye and nay votes.

AYE

NAY

Monroe County Public Library 2017 Fee Schedule

Overdue fines	\$0.25/day (Maximum \$10/item) (No charge for children's materials)
Collection Agency Fee	\$10.00
Replacement Library Card	\$1.00
Annual Subscription Card – Non-resident	\$60.00
Lost items	Varies
Photocopies	\$0.10/page non-color, \$0.30/page color (Patrons granted \$0.30/day free reference material copies)
Printing	\$0.10/page non-color, \$0.30/page color (Patrons granted \$0.30/day free printing)
Obituaries supplied for out-of-county residents	\$3/name
Genealogy research for out-of-county residents	\$10/request
Meeting room and auditorium rental for businesses operating in Monroe County	\$150/hour for Auditorium and for 1B/1C combined \$75/hour for 1B, 1C, 2A
Meeting room clean-up fee	Maintenance (reset room, clean carpet, repair furniture, etc.): \$25/hour. Equipment damage or replacement: Cost + \$10 service fee
CATS dubs	\$10/dub (No charge for dubs of public meetings for elected officials from units with contracts with CATS)
Fine Option Program (for patrons 14+)	\$5/hour credit
Read It Off (children under age 18)	\$5 credit/use and return
Food for Fines credit	\$1 for each item

Proposed December 14, 2016

2017 BOARD OF TRUSTEE'S CALENDER

All meetings in Room 1B unless otherwise noted

Month	Date	Meeting Type	Potential Topics
January	11	Work Session*	
January	18	Board Meeting	Budget line-item transfers; officer slate approved; Conflict of Interest forms; El Centro Contract; Update: El-Centro
January	18	Board of Finance	Review Investment Report and Policy
February	8	Work Session*	
February	15	Board Meeting	Election of Board Officers; Annual report; review Internet and Computer Use Policy, Update: Communications and Marketing
March	8	Work Session*	
March	22	Board Meeting	Review Long Range Strategic Plan; Update: Teen Services
April	12	Work Session*	
April	19	Board Meeting	Update: Customer Service
May	10	Work Session*	
May	17	Board Meeting	Update: Children's Services
June	14	Work Session*	
June	21	Board Meeting at Ellettsville	Update: Programming and Branch Services
July	12	Work Session*	
July	19	Board Meeting	Draft 2018 Budget; Update: Community Engagement & VITAL
August	9	Work Session*	
August	16	Board Meeting	Review any revisions to 2018 Budget, Approve 2018 Budget for advertising; Update: Special Audience Services
September	13	Work Session*	
September	20	Board Meeting	2018 Budget; Update: Building Services
September	20	Public Hearing	Public Hearing on 2018 Budget
October	11	Work Session*	
October	18	Board Meeting	Adopt 2018 Budget; approve 2018 employee insurance package; Update: Adult Services
November	8	Work Session*	
November	15	Board Meeting	Update: Staff Development
December	6	Work Session*	
December	13	Board Meeting	Approve 2018 salary schedule, Pay Schedule(dates), director's salary; 2018 Holiday & Closing Schedule;CATS contracts, Fines and Fees schedule; Update: CATS
*Work session dates are placeholders. Meetings are held only as needed.			
December 7, 2016			