

**SPECIAL LIBRARY BOARD MEETING
HAZEL PARK MEMORIAL LIBRARY
WEDNESDAY, JULY 9, 2014, 6:30 P.M.
CITY COUNCIL CHAMBERS**

CALL TO ORDER:

The Regular Meeting of the Hazel Park Memorial (HPML) Board of Directors was called to order at 6:40 P.M. by Barbara Winter, President.

BOARD OF DIRECTORS PRESENT:

Barbara Winter, President
Linda Zeiss, Secretary
Ed Bullock
Irene Zagar
Corrine Stocker, Library Director

Tim Wright and Sandra Pond were both absent; Tim Wright had an excused absence.

IN THE AUDIENCE: No one was present

CONVOCATION

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS ON AGENDA ITEMS: N/A

ADDITIONS TO AND APPROVAL OF THE AGENDA:

Zagar made a motion to approve the agenda. Bullock supported the motion. The motion was approved 4-0.

NEW BUSINESS:

- **Retirement pay-out of sick and vacation time for Linda Sims**
Library Director Stocker provided each Board member with pages 55-56 of the most recent version of the Hazel Park Memorial Library Employee Handbook, dated June 25, 2012; these pages cover the library's Sick Leave Program. She also provided each Board member with a draft of a retirement pay-out sheet done by Annette Smith; this document reflected Linda Sims' remaining unused regular sick days, her reserve sick days and her vacation days. There was some confusion as to whether Linda should be paid for just her regular sick pay at 75%, or both that AND her reserve sick pay at 75%. The text of the Employee Manual is ambiguously worded and open to interpretation by the Library Board. Stocker recommended that Linda be paid out at the full amount; she pointed out that Linda had served the library for over 13 years, volunteered hundreds of unpaid hours, was willing to come back part-time at the reduced pay

rate of the other part-time librarians, and that her family had gifted the library over \$100,000 in the past ten years; Stocker added that giving Sims the additional \$5,411 would impact how Linda and her family feel about the library and any future decisions they make about the library. Zeiss made a motion to award Ms. Sims her full retirement payout of \$16,079.54. This amount is to include the first 24 days of her sick time, paid at 100%, her remaining balance of 400 sick hours, paid at 75% and her reserve sick time, paid at 75%. She is also to be paid for her unused vacation days at 100%. Zagar supported the motion. A roll-call votes was taken: Winter (yes), Zeiss (yes), Zagar (yes) and Bullock (no). The motion carried, 3-1.

OLD BUSINESS:

- **Professional Request for Proposal for Replacment of HVAC System**

Library Director Stocker approached the President of Nowak and Fraus a second time and appealed for a discount on the Request for Proposal for replacement of our HVAC system. She also requested that the Work Authorization be re-written to include a provision for quality assurance and project oversight. He re-drafted the Work Authorization to our standards and lowered the price by \$1,100. Bullock made a motion to contract Nowak & Fraus to proceed with the revised Work Authorization. Zagar supported the motion. The motion carried, 4-0.

COMMITTEE REPORTS: None

PLANNING: None

PUBLIC COMMENTS: N/A

ADJOURNMENT:

Winter motioned adjournment at 6:55 P.M. Zeiss supported the motion. The motion carried 4-0.