

Alpine Public Library Board of Directors

Thursday, January 8, 2015

6:00 P.M.

AEP Foundation Multipurpose Room

Mission: The Alpine Public Library connects our diverse and geographically remote communities with information resources to encourage literacy and promote lifelong learning.

Vision: The Alpine Public Library envisions a future in which individuals and families are engaged, lifelong learners.

Members Present: Jon Roe, Julian Gonzales, Tommy Mangrem, Paige Delaney, Linda Bryant, Jim Glendinning, Filemon Zamora, Margaret Matthews, Chuck Newcomer, Perla Bermudez, Eleazar Cano, Kathy Donnell, Pat McCall, Abby Garza. (100% present)

- I. Call to Order by Linda Bryant, President at 6:02 p.m
- II. Guests were introduced: Abby Garza, Pat McCall, Friend's Rep Kathy Donnell,
County Representative Judge Eleazar Cano
- III. No changes to the agenda.
- IV. Approval of Minutes: Correction: Filemon Zamora was in attendance at the December Meeting.

Minutes of the December 11, 2014 meeting were approved as corrected.

V. Reports

a. Board Development Committee

i. Pat McCall and Abby Garza were nominated to become new Directors, discussion, motions made and 2nd, motion carried. New Directors were welcomed onto the Board.

ii. Paige passed out Conflict of Interest forms to be filled out by Board and returned to her.

iii. Paige reminded all Directors of their responsibilities for financial support to the library during 2015.

iv. **2015 Committee Assignments**

Financial – Jon Roe, Linda Bryant, Perla Bermudez, Don Wetterauer, Paige Delaney.

Board Development – Linda Bryant, Jim Glendinning, Paige Delaney.

Fund Raising – Linda Bryant, Perla Bermudez, Margaret Matthews, Kathy Donnell, Pat McCall.

Ad Hoc – Employment Compensation Committee -
Chuck Newcomer, Linda Bryant, Margaret
Matthews, Jon Roe.

Donor Relations – Paige Delaney, Filemon Zamora, Abby Garza.

February 12 2015 - Nonprofit Management Center of the Permian Basin is hosting a donor relationship appeals workshop at Indian Lodge. Will talk about appeal letters that generate revenue. Paige and Linda will attend.

b. **Employee Compensation Committee**

Chuck Newcomer requested an **executive session at 6:18 p.m.** to discuss employee compensation. ED was asked to leave the room at this time. **Executive session was adjourned at 6:45p.m.** Chuck explained that the Employee Compensation Committee visited via email and came up with an 8 item recommendation for employment compensation that was passed out to members. (See attached)

Chuck made a motion to accept the Committee's recommendation. Discussion followed the executive session and Paige felt that procedure was not followed with leaving the Executive Director and the bookkeeper out of the committee discussions/meetings. Chuck withdrew the motion.

A new motion was made to remove the Executive Director and the bookkeeper from the Employee Compensation Committee. Motion was 2nd. Discussion followed. The motion carried.

The previous motion was reintroduced for the new pay scale and other administrative changes listed on the attachment. Basis of compensation levels was not provided. Paige feels excluding the ED from non-ED staff payroll planning breaks APL and nonprofit procedures – it goes against already set procedures and accepted non-profit practices. There was discussion of creating two committees to address different areas of concern: Employee Compensation Committee and Employee Relations Committee.

Chuck made the motion to accept the recommendation for employee compensation that was put before the Board earlier in the meeting with the committee renamed the Employee Compensation Committee; responsibilities will be to address issues to include pay bonuses, benefits and grievances for compensation purposes; and not include morale issues. There would be no Employee Relations Committee. Motion was 2nd, motion carried.

c. Finance Committee

- a. FY2014 EOY reports will be reviewed by Treasurer. December report looked good.
- b. 2015 Officers need to sign signature forms at West Texas National Bank.

d. Fundraising Events Committee

- a. A suggestion has been made to have Adult Spelling Bees as a fundraiser.
- b. Hump Day is January 21st. sign-up sheets for working times and food to bring were passed out along with posters to post in town. Fundraising Committee will plan Hump Days for the next six months and their menus.

e. Friends

Instead of printing out the minutes they can now be found on their website.

f. Library News

- a. Congratulations were given to Paige for presenting a program at the upcoming Texas Library Conference in April.
- b. Paige also has been awarded a PEARL grant funded scholarship to pay for tuition to attend the University of North Texas to work toward a Graduate Academic Certificate in Rural Librarianship. Only one of ten grants were awarded in Texas.
- c. Xerox machines are on their last legs. Julian said he would look at them. Xerox is no longer offering a maintenance package for the two machines.

VI. **Old Business**

VII. **New Business**

Board In-Service will be held on March 18th. All members need to attend if possible.

VIII. **Set next meeting**

February 12 at 6:00 at the AEP Foundation Multipurpose Room IX. **Adjournment**

The Board adjourned at 7:38 p.m.

IIIX. **Meeting called back to order at 7:40 p.m.**

A motion was made to amend the budget to incorporate raises approved during the meeting. Motion was seconded, motion carried.
meeting adjourned at 7:43.

Recommend to the Board of Directors:

Establish an Employee ~~Relations~~ **Compensation** Committee as a standing committee with responsibilities for addressing employee issues to include but not limited to: pay, ~~moral~~, bonuses, benefits, and **compensation** grievances.

Strike/remove any authorization for the ED to give merit based raises, and/or other raises of any kind, without specific approval by the Employee ~~Relations~~ **Compensation** Committee.

Increase current employees salaries for CY2015. All future raises will become effective on the first pay period in January of each calendar year.

Task the Employee ~~Relations~~ **Compensation** Committee with further developing, structuring, and maintaining the pay reform using the model recommended by the Employee Compensation Committee. The model as used incorporates a 5% raise after the completion of the first year of service, 4% each year thereafter and a 10% raise every 5th anniversary. An alternative would be to change the 10% to 5% and pay a large bonus each 5th year.

Task ED with providing updated position descriptions that accurately reflect differences between the positions. ED will work with and report to the Employee Relations Committee.

All appraisals and recommendations for bonuses, raises, etc. from the ED will be approved by the entire Board of Directors after being submitted through the ~~ERC~~ **ECC**.