

Carbondale Public Library Board of Trustees
Online meeting. Link for public attendance:

Wednesday, December 9, 2020, 4:30 p.m.

MINUTES

Statement prior to start of the meeting.

The Board President determines that an in-person meeting is not practical or prudent because of the statewide COVID-19 disaster. This meeting is being recorded.

Statement prior to start of the meeting.

The Board President determines that an in-person meeting is not practical or prudent because of the statewide COVID-19 disaster. This meeting is being recorded.

Call to order.

4:35 p.m.

Roll call.

Introductions, audience and visitors. Visitors are asked to introduce themselves at this time and present any issues they wish to discuss. Visitors wishing to address specific agenda items will be granted two to five minutes at the discretion of the President, not to exceed a total of twenty minutes. The Library Board may cut short any comments that are irrelevant, repetitious, or disruptive. (Id. at 1425-26).

In the webinar environment participants may type questions or statements into the Q&A at this time and may request access to speak during this portion of the meeting via the Q&A or by using the hand raising function.

Present.

Don Prosser, President
Susan Tulis, Vice President
Roland Person, Secretary
Julian Pei, Treasurer (2)
Philip Brown
Joyce Hayes
Barbara Levine
Chastity Mays (1)

Absent.

Harriet Simon (1, excused)

The number following the Trustee's name indicates the number of absences this fiscal year.

Visitors.

None.

Staff present.

Diana Brawley Sussman, Library Director; Gwen Hall Grosshenrich, Finance Manager

President's report.

Excuse 12/9/20 absence for Harriet Simon. Susan Tulis excused this absence in accordance with the Board's bylaws.

Secretary's report.

1. Approval of November 18, 2020 minutes. Roland Person made a motion to approve the minutes as presented. Barbara Levine seconded. Roll called: 7 yeas. 0 nays. 0 abstentions. MOTION passed.

Correspondence and communications.

None.

Financial report.

1. Approval of bills payable up to and including bills due December 16, 2020 to January 15, 2021. Joyce Hayes mad a motion to pay the bills. Barbara Levine seconded. Roll called: 7 yeas. 0 nays. 0 abstentions. MOTION passed.

2. Acceptance of the financial report for November 2020. The Finance Manager reported that about half of our property tax revenue has arrived. Philip Brown made a motion to accept the financial report. Roland Person seconded. Roll called: 7 yeas. 0 nays. 0 abstentions. MOTION passed.

Librarian's report.

1. Building and grounds maintenance. Nothing of note.

2. Per Capita Grant requirement: Discussion of Serving Our Public Appendices B-K. Discussion revealed that the Board's bylaws should include correspondence and communication in listed agenda items (which is done in practice), as well as a timeline for periodic review. Our Collection Management Policy needs to be reviewed, and an explicit statement about intellectual freedom should be added.

3. Review and acceptance of dates closed for 2021. Roland Person moved to accept the dates closed for 2021. Joyce Hayes seconded. seconded. Roll called: 7 yeas. 0 nays. 0 abstentions. MOTION passed.

4. Review and acceptance of board meeting dates for 2021. Barbara Levine moved to accept the board meeting dates for 2021. Chastity Mays seconded. Roll called: 7 yeas. 0 nays. 0 abstentions. MOTION passed.

5. Extend COVID leave policy through 2021. COVID sick leave and COVID EFMLA have not yet been extended by the legislature. Both forms of leave were implemented in 2020. The Board discussed continuing to offer these forms of leave, as written, in 2021. Roland Person made a motion to continue with COVID sick leave in 2021. Joyce Hayes seconded. Roll called: 7 yeas. 0 nays. 0 abstentions. MOTION passed.

Philip Brown made a motion to roll over unused COVID sick time from 2020 for use in 2021. Julian Pei seconded. Roll called: 7 yeas. 0 nays. 0 abstentions. MOTION passed. Roland Person made a motion to continue to offer EFMLA. Susan Tulis seconded. Roll called: 7 yeas. 0 nays. 1 abstentions. MOTION passed. Roland Person made a motion to roll over unused EFMLA from 2020 for use in 2021. Julian Pei seconded. Roll called: 8 yeas. 0 nays. 0 abstentions. MOTION passed.

6. Other. The library is now open for computer use by appointment only. The City Council and Mayor thanked the library board at both levy meetings for not raising the levy. The Library Board chose not to raise the levy for FY22 in consideration of the economic crisis posed by the pandemic.

Committee reports.

None.

Unfinished business.

None.

New business.

Roland Person noted that staff have done a fantastic job with continuing adapted programs.

Other.

1. Patron behavior. None.

Adjournment.

Adjourned at 5:21 p.m.

Respectfully submitted:

Roland Person, Secretary

Prepared by: Diana Brawley Sussman, Library Director

Board Meetings for 2021. All meetings will take place in the Public Library meeting room at 4:30 p.m. unless taking place online due to a state of emergency. Agenda and link posted at <https://carbondalepubliclibrary.org/aboutus/board-of-trustees/upcoming-board-meeting-agenda/> . January 13, February 10, March 10, April 14, May 12, June 9, July 14, August 11, September 8, October 13, November 10, December 8, 2021.

Carbondale Public Library Board of Trustees

Wednesday, January 13, 2021, 4:30 p.m.

Online meeting. Link for public attendance:

<https://us02web.zoom.us/j/85459707770?pwd=MEk4STB4dGlhdkdNTXNlbnZlbnZz09>

Passcode: 852584. Link is also available at <https://carbondalepubliclibrary.org/aboutus/board-of-trustees/upcoming-board-meeting-agenda/> For telephone access dial: 1-312-626-6799.

Webinar ID: 854 5970 7770. Password: 852584.

MINUTES

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Call to order.

4:30 p.m.

Roll call.

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In the webinar environment participants may type questions or statements into the Q&A at this time and may request access to speak during this portion of the meeting via the Q&A or by using the hand raising function.

Present.

Don Prosser, President
Susan Tulis, Vice President
Roland Person, Secretary
Julian Pei, Treasurer (2)
Philip Brown
Joyce Hayes
Barbara Levine
Chastity Mays (1)

Absent.

Harriet Simon (2 excused)

The number following the Trustee's name indicates the number of absences this fiscal year.

Visitors.

None.

Staff present.

Diana Brawley Sussman, Library Director; Gwen Hall Grosshenrich, Finance Manager

President's report.

Harriet Simon's absence was excused by Board President Don Prosser in accordance with the board's bylaws.

Secretary's report.

1. Approval of December 9, 2020 minutes. Barbara Levine moved to approve with minor edits. Susan Tulis seconded. Roll called. Roll called: 8 yeas. 0 nays. 0 abstentions. MOTION passed.

Correspondence and communications.

None.

Financial report.

1. Approval of bills payable up to and including bills due January 16, 2021 to February 15, 2021. Roland Person moved to approve the bills payable. Julian Pei seconded. Roll called: 8 yeas. 0 nays. 0 abstentions. MOTION passed.
2. Acceptance of the financial report for December 2020. We received another \$400,000 in property taxes this month and still have about \$140,000 left to receive. Julian Pei moved to accept the financial report. Joyce Hayes seconded. Roll called: 8 yeas. 0 nays. 0 abstentions. MOTION passed.

Librarian's report.

1. Building and grounds maintenance. Our Maintenance Manager is speaking with Ameren about reducing our energy consumption. The boiler is inefficient. The Board asked about solar and whether or not it would be cost effective. We are always keeping eyes open for grants that might make solar installation affordable.
2. Review and acceptance of investment policy. Roland Person moved to renew the policy as is. Joyce Hayes seconded. Roll called: 8 yeas. 0 nays. 0 abstentions. MOTION passed.
3. Approval of Chief Financial Officers. Julian Pei moved to maintain current appointments as specified in the policy. Barbara Levine seconded. Roll called: 8 yeas. 0 nays. 0 abstentions. MOTION passed.
4. Review of executive session minutes. Roland Person moved to keep executive session minutes closed. Susan Tulis seconded. Roll called: 8 yeas. 0 nays. 0 abstentions. MOTION passed.
5. Review and acceptance of bylaws. Philip Brown moved to approve the Bylaws with proposed amendments and one correction. Chastity Mays seconded. Roll called: 8 yeas. 0 nays. 0 abstentions. MOTION passed.
6. Other. The board discussed COVID restrictions. The Emergency Planning Committee will meet. Susan Tulis and the Director both encouraged Trustees to attend the ILA Legislative Meetup.

Committee reports.

Unfinished business.

New business.

Other.

1. Patron behavior. None.
2. Roland said that he is impressed with the activities the staff are doing. He is amazed by their programs and participation numbers. The Board agrees.

Adjournment.

The meeting adjourned at 5:08 p.m.

Respectfully submitted:

Roland Person, Secretary

Prepared by: Diana Brawley Sussman, Library Director

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Carbondale Public Library Board of Trustees

Wednesday, February 10, 2021, 4:30 p.m.

Online meeting. Link for public attendance shared on agenda.

MINUTES

Statement prior to start of the meeting.

The Board President determines that an in-person meeting is not practical or prudent because of the statewide COVID-19 disaster. This meeting is being recorded.

Call to order.

4:30 p.m.

Roll call.

Introductions, audience and visitors. Visitors are asked to introduce themselves at this time and present any issues they wish to discuss. Visitors wishing to address specific agenda items will be granted two to five minutes at the discretion of the President, not to exceed a total of twenty minutes. The Library Board may cut short any comments that are irrelevant, repetitious, or disruptive. (Id. at 1425-26).

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Present.

Don Prosser, President
Susan Tulis, Vice President
Roland Person, Secretary
Julian Pei, Treasurer (2)
Philip Brown
Joyce Hayes
Barbara Levine
Chastity Mays (1)

Absent.

Harriet Simon (3 excused)

The number following the Trustee's name indicates the number of absences this fiscal year.

Visitors.

None.

Staff present.

Diana Brawley Sussman, Library Director; Gwen Hall Grosshenrich, Finance Manager

President's report.

Secretary's report.

1. Approval of January 13, 2021 minutes. Susan Tulis made a motion to accept the minutes with minor corrections. Philip Brown seconded. Roll called: 8 yeas. 0 nays. 0 abstentions. MOTION passed.

Correspondence and communications.

None.

Financial report.

1. Approval of bills payable up to and including bills due February 16, 2021 to March 15, 2021. Barbara Levine made a motion to pay the bills. Joyce Hayes seconded. Roll called: 8 yeas. 0 nays. 0 abstentions. MOTION

passed.

2. Acceptance of the financial report for January 2021. Discussed temporary petty cash deficit. Barbara Levine moved to accept the financial report. Susan Tulis seconded. Roll called: 8 yeas. 0 nays. 0 abstentions. MOTION passed.

3. Acceptance of the final FY22 budget. Only minor adjustments were made to the final FY22 budget in comparison to the preliminary budget passed in October. Discussed reduced interest from Illinois Funds due to the bond market. Added a \$5,000 grant to the FY21 anticipated revenue and expenses. The board suggested minor grammatical corrections to the narrative report. Philip Brown moved to accept the FY22. Joyce Hayes seconded. Roll called: 8 yeas. 0 nays. 0 abstentions. MOTION passed.

Librarian's report.

1. Building and grounds maintenance. The drains backed up in restrooms; the city came to vacuum out the manholes. Josh Fenton has refinished the wooden handrails along the ramps, stairs, and balcony. We are researching the possibility of putting solar on the Brush and/or main buildings, to determine the affordability of such a project. Ameren will cover a portion of the cost of a new boiler; we are awaiting estimates to determine cost.

2. COVID-19 procedures. The library is open by appointment. The board agrees that this arrangement can continue until staff have been vaccinated and developed some immunity. They see no need for a February Emergency Policy meeting, but the Director can call a meeting if anything changes. Susan Tulis reported that Morris Library is open at SIU, though their stacks are closed. They are having difficulty with mask compliance and keeping people away from closed stacks.

3. Other. Discussed the Mentorship Project, a multi-community project in partnership with Carbondale United to provide resources to youth at risk of exposure to violence. An Illinois Humanities grant will cover a portion of costs, and additional grant applications are in process with Healing Illinois and The Rotary Club Foundation.

Committee reports.

1. Approval of the January 19, 2021 Emergency Policy Committee minutes. Don Prosser made a motion to approve these minutes with minor grammatical corrections. Susan Tulis seconded. Roll called: 8 yeas. 0 nays. 0 abstentions. MOTION passed.

Unfinished business.

None.

New business.

None.

Other.

1. Patron behavior. None.

Adjournment.

Adjourned at 5:10

Respectfully submitted:

Roland Person, Secretary

Prepared by: Diana Brawley Sussman, Library Director

Board Meetings for 2021: All meetings will take place in the Public Library meeting room at 4:30 p.m. unless taking place online due to a state of emergency. Agenda and link posted at

<https://carbondalepubliclibrary.org/aboutus/board-of-trustees/upcoming-board-meeting-agenda/> . January 13, February 10, March 10, April 14, May 12, June 9, July 14, August 11, September 8, October 13, November 10, December 8, 2021.

Foreign Fire Minutes

Special Meeting: Remote Access

12/09/2020

Call to Order 9:00 AM Attendees

Chief Hertz, Seger, Mallady, Earll, Greathouse, Garza, Young

Guests: None

New Business

- Purchase- New clothes washer and dryer for Station #1. Motion by Young, 2nd by Earll. (7-0) Item passes.

Adjourn at 9:06 AM



Non-Bargaining Unit Employees Personnel Board Meeting
August 28, 2019

The City of Carbondale's Non-Bargaining Unit Employees (NBUE) Personnel Board held a regular meeting on Wednesday, August 28, 2019, in Conference Room 103 of the Civic Center, 200 S. Illinois Avenue.

1. Call to Order

The meeting was called to order at 2:04 pm by Chair Dave Chamness

2. Roll Call

Present: Jarin Dunnigan, Dave Chamness, Chuck Vaught, Arnold Taylor, Corey Cawthon and Christina Kuhns

Also Present: Tara Brown

3. Approval of Minutes

Motion was made to approve the minutes by Chuck Vaught and second by Dave Chamness. VOTE: All approved; Motion passed.

4. Old Business

A. Member Elections

a. NBUE Members

Corey Cawthon was voted into the open elected position previous held by Amber Ronketto. Dave Chamness made the motion to vote Christina Kuhns into the appointed position previously held by Mrs. Kuhns. Chuck Vaught second the motion. VOTE: All approved; Motion passed.

b. Vice-Chairman

Chuck Vaught nominated Dave Chamness for the Vice-Chairman position. No other nominations received. Dave Chamness accepted the nomination to serve as Vice-Chairman. VOTE: All approved.

c. Chairman

Dave Chamness nominated Jarin Dunnigan to remain in the Chairman position. No other nominations received. Jarin Dunnigan accepted the nomination to serve as Chairman. VOTE; All approved.

Chuck Vaught noted that Gary Williams mentioned the make-up of the NBUE board. Gary Williams wanted representation from all departments within the City. Christina Kuhns asked if Gary Williams wanted representation from all departments or divisions. Christina Kuhns noted that the Board is well versed by adding Corey Cawthon. Tara Brown informed Corey Cawthon that he would receive the Open Meeting Act training to complete and forward the Certificate to the Human Resource office.

B. Mayor Appointed Member

Board reviewed the NBUE by-laws in reference to the qualifications for appointing a citizen from the community. The Board members noted that they must be a citizen within

being a member of NBUE board. The Board asked Tara Brown to check with the Mayor to see if he has anyone in mind for the appointed position or if the Mayor would like recommendations from the Board.

C. Employee Handbook

The Board members reviewed each page of the handbook and made corrections up to page 12. The Board agreed to meet next month to review the remaining pages of the handbook.

D. Longevity

The Board noted that the City Manager referenced incorporating longevity pay for non-bargaining employees. Jarin Dunnigan stated that the City Manager should consider reviewing all pay grades. Dave Chamness noted that grades 8 & 9 should be reconsidered because they have a higher pay range. Chuck Vaught noted that this will create separate classes. The Board ask Tara Brown to get a copy of the longevity report that the City Manager requested from finance in reference to the cost to incorporate longevity pay increases.

5. New Business

6. Public Comments & Questions

7. Announcements

Next meeting will be held September 26, 2019 at 2:00 pm

8. Adjournment

Motion was made to adjourn the meeting by Dave Chamness and seconded by Jarin Dunnigan.
Meeting adjourned at 3:50pm

Submitted by:
Tara Brown, HR Manager

Approved by the Board: _____



Non-Bargaining Unit Employees Personnel Board Meeting
September 26, 2019

The City of Carbondale's Non-Bargaining Unit Employees (NBUE) Personnel Board held a regular meeting on Thursday, September 26, 2019, in Conference Room 103 of the Civic Center, 200 S. Illinois Avenue.

1. Call to Order

The meeting was called to order at 2:00 pm by Chair Jarin Dunnigan

2. Roll Call

Present: Jarin Dunnigan, Dave Chamness, Chuck Vaught, Arnold Taylor, Corey Cawthon and Christina Kuhns

Also Present: Tara Brown and Brandon Woudenberg

3. Approval of Minutes

Jarin Dunnigan noted that the Dave Chamness made the comment in reference to pay grades 8 and 9 under longevity. Dave Chamness noted that New Business was not New Business, Old Business should be number 4 and New Business on, should be renumbered.

Motion was made to approve the minutes with corrections by Dave Chamness and second by Jarin Dunnigan. VOTE: All approved; Motion passed.

3. Old Business

A. Employee Handbook

The Board members reviewed each page of the handbook and made corrections up to page 19. The Board agreed to meet next month to review the remaining pages of the handbook.

B. Longevity

The Board members would like the information that Jeff Davis gathered in reference to longevity for employees at 5, 15 and 20 years.

4. New Business

5. Public Comments & Questions

Christina Kuhns wanted to know how can she present requests or comments from non-bargaining employees. The board members noted that Christina Kuhns could put the items on the agenda for discussion or have the employees to attend the meetings.

6. Announcements

Next meeting will be held October 24, 2019 at 2:00 pm

7. Adjournment

Motion was made to adjourn the meeting by Dave Chamness and seconded by Chuck Vaught.

Meeting adjourned at 3:52pm

Submitted by:
Tara Brown, HR Manager

Approved by the Board: _____



Non-Bargaining Unit Employees Personnel Board Meeting
October 24, 2019

The City of Carbondale's Non-Bargaining Unit Employees (NBUE) Personnel Board held a regular meeting on Thursday, October 24, 2019, in Conference Room 112 of the Civic Center, 200 S. Illinois Avenue.

1. Call to Order

The meeting was called to order at 2:04 pm by Chair Jarin Dunnigan

2. Roll Call

Present: Jarin Dunnigan, Dave Chamness, Chuck Vaught, Arnold Taylor Christina Kuhns and Cory Cawthon

Also Present: Tara Brown

3. Approval of Minutes

Christina noted that Jarin Dunnigan chaired the meeting, she was in attendance and the next meeting was October 24, 2019 instead of September 26, 2019.

Motion was made to approve the minutes with corrections by Dave Chamness and second by Chuck Vaught. VOTE: All approved; Motion passed.

4. Old Business

A. Employee Handbook

The Board members reviewed each page of the handbook and made corrections up to page 31. The Board agreed to meet next month to review the remaining pages of the handbook.

B. Longevity

Tara Brown noted that Jeff Davis wanted to know exactly what the Board wanted from finance in reference to longevity pay. Dave Chamness stated that the unions have received longevity and the teamsters received an additional bump with their annual increase. Tara Brown noted that she could pull the years of service to see who would be affected going forward. The Board members would like an update from the City Manager on the status of longevity for Non-Bargaining Employees and will the tenure employees be considered for an increase. Tara Brown noted she would check with the City Manager to see where we are on the discussion about longevity information that Jeff Davis gathered in reference to longevity for employees at 5, 15 and 20 years.

5. New Business

Christina Kuhns prepared a spreadsheet showing Christmas Eve day off from 2020 to 2026 as it is written in the Personnel Rules and Regulations on the exception for weekend days. Christina Kuhns presented options A thru C for the board to review. Tara Brown noted that Gary Williams is considering the full day off on Christmas Eve in 2020 but would present this spreadsheet to Gary Williams for review. The Board members discussed that the entire City of Carbondale is slow during the Holiday's. Corey Cawthon asked if an employee had to work on the Holiday would they get Holiday pay. Jarin Dunnigan

note that the employees would receive Holiday pay. Tara Brown explained that this is a cost that Jeff Davis would have to budget in FY 2021 for all departments that would be affected by the change. Jarin Dunnigan noted that if approved the Unions would try to negotiate this in their contracts but we would cross that bridge when we get there. Dave Chamness noted that this would affect refuse and recycling because if off Thursday and Friday, it would push back trash but doubts that they would be able to take time off like that. Tara Brown noted that she would present the information to the City Manager for review.

6. Public Comments & Questions

7. Announcements

Next meeting will be held November 14, 2019 at 2:00 pm

8. Adjournment

Motion was made to adjourn the meeting by Dave Chamness and seconded by Arnold Taylor.

Meeting adjourned at 3:55pm

Submitted by:

Tara Brown, HR Manager

Approved by the Board: _____

NON-BARGAINING UNIT EMPLOYEES PERSONNEL BOARD
REQUEST FOR ACTION

DATE:
ITEM NO.

Attached are the minutes of the Non-Bargaining Unit Employees Personnel Board's Regular Meeting held on October 24, 2019. Board approval is requested.

Motion by: _____ Second by: _____

To _____ Pending _____



Non-Bargaining Unit Employees Personnel Board Meeting November 14, 2019

The City of Carbondale's Non-Bargaining Unit Employees (NBUE) Personnel Board held a regular meeting on Thursday, November 14, 2019, in Conference Room 103 of the Civic Center, 200 S. Illinois Avenue.

1. Call to Order

The meeting was called to order at 2:04 pm by Vice-Chair David Chamness.

2. Roll Call

Present: Jarin Dunnigan, Dave Chamness, Christina Kuhns, Arnold Taylor, Chuck Vaught and Corey Cawthon

Also Present: Tara Brown, Phillip Williams, Trevor Rogers, Carl Bailey, Bradley Chapman and Ben Hencke

Board members agreed to move the New Business on the agenda due to guest attending to ask question about the agenda items listed in reference to Longevity pay vs Merit.

3. Approval of Minutes

Christina Kuhns noted that Corey is spelled incorrectly, add a coma before Arnold Taylor, Christmas Eve days off from 2020 to 2029. Christina Kuhns noted that the end of the Christmas Eve discussion, Jarin Dunnigan and Dave Chamness made comments that needed correction. Jarin noted that the correction is the comment referencing that the unions might negotiate this in the future and the City Manager will have to deal with the unions. Dave noted to add 10 years to the longevity discussion.

Motion was made by Dave Chamness and second by Chuck Vaught to approve the minutes with corrections from the meeting. VOTE: All approved; Motion passed.

4. New Business

A. Christmas Eve Holiday Leave Update

Tara Brown noted that the City Manager approved the full day of Christmas Eve off in 2020 and would not like to put this into policy. The City Manager noted that he would have to see how much it would cost the City and how it would affect the budget in the future. Jarin noted for our guest that the board presented information to the City Manager to potentially look into NBUE have a full day off on Christmas Eve in the future. Jarin explained that NBUE are the only employees to get ½ day off on Christmas Eve. Christina noted that based on the current policy, we will not receive Christmas Eve off for the next 3 years. Tara suggested that the board table this discussion until next summer to discuss with the City Manager about considering the full day off on Christmas Eve in the future. Jarin noted that the Christmas holiday fluctuates but adding the full day

off on Christmas Eve would be a benefit of the family friendly plan for the City as suggested by the City Manager.

B. Discussion on Longevity Pay vs Merit

Tara noted that she met with the City Manager and Jeff Davis to discuss longevity for the NBUE. Jeff Davis stated that it has been over 20 years since NBUE received longevity and the plan would be to go forward on May 1. Jeff stated that going back would not be cost effective for the City. Tara noted that there was discussion in reference to the paygrade structure and how longevity would affect the employee paygrade structure. The board discussed the various concerns with how longevity would not affect the employee's paygrade structure and various concerns with the previous step plan which resulted in the pay grade changes. Jarin noted that longevity has to start somewhere to help the future employees and this will help with retention of employees. Jarin explained that longevity was a springboard off of the discussion about evaluations and merits if tied to an increase. The board made a recommendation to implement a mechanism to provide an increment for post years to keep in place which would require some additional information. The board would like to request a financial impact report with the percentages, rollout plan and the cost effect to the city, as well as input from the City Manager.

Dave Chamness asked that Tara send out a copy of the pay grades to the board members.

Jarin asked for there are any comments and/or questions.

Carl Bailey was concerned with merit vs longevity and if longevity would go back. Carl stated that he has been with the City for 18 years and taking into consideration that he received a merit 2 years after starting, cost of living varying from year to year and furloughed but was given back in vacation days.

5. Old Business

The Board members reviewed the Employee Handbook with previous corrections. The board suggested that Tara continue to make the necessary corrections and email the updated copy to the board members.

6. Public Comments & Questions

7. Announcements

Next meeting - TBD

8. Adjournment

Motion was made by Dave Chamness and seconded by Chuck Vaught adjourn. Meeting adjourned at 4:36 p.m.

Submitted by:
Tara Brown, HR Manager

Approved by the Board: _____

NON-BARGAINING UNIT EMPLOYEES PERSONNEL BOARD
REQUEST FOR ACTION

DATE:
ITEM NO.

Attached are the minutes of the Non-Bargaining Unit Employees Personnel Board's Regular Meeting held on November 14, 2019. Board approval is requested.

Motion by: _____ Second by: _____

To _____ Pending _____



Non-Bargaining Unit Employees Personnel Board Meeting
October 16, 2020

The City of Carbondale's Non-Bargaining Unit Employees (NBUE) Personnel Board held a regular meeting on Friday, October 16, 2020, on Zoom

1. Call to Order

The meeting was called to order at 11:02 am by Chair Jarin Dunnigan

2. Roll Call

Present: Jarin Dunnigan, Dave Chamness, Chuck Vaught, Arnold Taylor, Christina Kuhns and Corey Cawthon

Also Present: Tara Brown, Dan Reed, KaSandra Wren, Corey Cawthon, Susie Toliver and Trevor Rogers

3. Approval of Minutes

Dave Chamness noted a correction to capitalize Board in section 4 B. Dave asked if Tara could send out the current pay grade scale.

Motion was made to approve the minutes with corrections by Dave Chamness and second by Arnold Taylor. VOTE: All approved; Motion passed.

4. Old Business

B. Longevity

Jarin Dunnigan gave a brief overview of the previous discussions about longevity for non-bargaining employees. Tara Brown noted that Jeff Davis presented a longevity plan to Council before the FY2021 budget approval became effective May 1. During our last meeting the Board wanted to present a proposal to the City Manager to offer tenure employees a bump before rolling out this plan. Jarin Dunnigan gave insight into his meeting with the City Manager suggesting that the Board create a longevity policy to have codified by Council. Jarin noted that this is a good step for all employees going forward because they will receive a 2.5% increase when the employee reaches their anniversary date at 5, 10, 15 years etc. Jarin Dunnigan noted that with recommendation from the Board to make the longevity effective from January 1, 2020. Jarin Dunnigan shared a rough draft of a sample longevity policy more in line with the union language. Arnold Taylor noted that this might push most retirees over their allowable earnings. Jarin Dunnigan noted that IMRF has a 3 to 4 year past year review which should not hurt the employee. Chuck Vaught asked about checking the archives to find the language used in the 90's before the PAM study. Dave Chamness asked about the concerns with salary overlapping with supervisor's when the employee received the cost of living and longevity. Jarin noted that the City Manager is aware of these issues and will be addressing them on an individual basis. Christina Kuhns noted that it might be fair to give tenure employees a 2.5% increased for their past service of 5,10,15+ years when this is rolled out. Dave Chamness suggested using the teamster contract verbiage to include the 30 and 35 years of service for longevity. Jarin Dunnigan noted that he would look into a

few things with making it fair before implementation of the longevity plan and what mechanisms to address overlapping issues.

A. Employee Handbook

Jarin Dunnigan explained that the handbook project was in the works last year and was given to HR to simplify but the pandemic has added some additional policies and updates. Jarin noted that we could send the rough draft to someone else to review for errors and formatting. Tara Brown suggested that the Board discuss the change at the next meeting and vote to submit to a company to professionally format and make the necessary corrections on imagining and add the logo. Jarin Dunnigan noted that this will not be codified but will be reviewed by the Council.

5. New Business

A. Covid/Furlough Concerns

Jarin Dunnigan noted that there have been some concerns from employees and wanted to know if the Board has any additional concerns that they would like to discuss. Tara Brown noted that Jeff Davis applied for a relief grant to assist the City with funding due to the effects from Covid and waiting on approval. Tara Brown stated that formal notification is being drafted to cease furloughs and will send out the information to all employees. Corey Cawthon asked if employees have schedules days, should they continue to take those day off. Tara Brown stated that everything will remain status quo until further notice. Christina Kuhns received questions about the employees who had already taken furlough days, will they be docked because it seems that they received a free vacation. Jarin Dunnigan noted that it seems that way but the employees will be reimbursed for their time off because we had to work with the information given.

6. Public Comments & Questions

KaSandra Wren asked about the Covid furloughs. Jarin Dunnigan noted that employees hired after May 1, will not have to furlough.

7. Announcements

Next meeting will be held November 19, 2020 at 11:00 am

8. Adjournment

Motion was made to adjourn the meeting by Dave Chamness and seconded by Arnold Taylor.

Meeting adjourned at 12:00pm

Submitted by:

Tara Brown, HR Manager

Approved by the Board: _____

NON-BARGAINING UNIT EMPLOYEES PERSONNEL BOARD
REQUEST FOR ACTION

DATE:
ITEM NO.

Attached are the minutes of the Non-Bargaining Unit Employees Personnel Board's Regular Meeting held on October 16, 2020. Board approval is requested.

Motion by: _____ Second by: _____

To _____ Pending _____



Non-Bargaining Unit Employees Personnel Board Meeting November 19, 2020

The City of Carbondale's Non-Bargaining Unit Employees (NBUE) Personnel Board held a regular meeting on Thursday, November 19, 2020, on Zoom

1. Call to Order

The meeting was called to order at 2:03 pm by Jarin Dunnigan.

2. Roll Call

Present: Jarin Dunnigan, Dave Chamness, Christina Kuhns, Arnold Taylor, Chuck Vaught and Corey Cawthon

Also Present: Tara Brown and Anthony Harrison

3. Approval of Minutes

Chuck Vaught a correction on the last page stating necessary corrections and will not be codified in the Employee Handbook section. Correct the statement in public comments and questions to we will not have to furlough.

Motion was made by Chuck Vaught and second by Dave Chamness to approve the minutes with corrections from the meeting. VOTE: All approved; Motion passed.

4. Old Business

A. Discussion on Longevity Pay

Jarin Dunnigan suggested that table this discussion for the next meeting because the goal was to submit the proposal to the City Manager to present the policy to Council. Jarin Dunnigan suggested that the Board will hold the discussion over until the next meeting to vote on the policy to go the Council. Dave Chamness agreed that we can table this until the next meeting and will allow for additional comments from the Non-Bargaining employees. Tara noted that she met with the City Manager and Jeff Davis to discuss longevity for the NBUE. Jarin Dunnigan reviewed that policy changes with the Board and noted that as per the City Manager, the policy will be retroactive as of May 1, 2020. Chuck Vaught referenced the continuation of service and the previous issues with FMLA. Tara Brown noted that unpaid FMLA can affect the employees' accruals but approved FMLA will not cause a break-in service. Jarin Dunnigan noted that this policy will affect a number of employees. The Board discussed various issues with past anniversary dates and employees retiring before their next 5-year anniversary. The Board discussed various suggestions on how to accommodate those employees who missed their 5, 10 and/or 15-year anniversary. Christina Kuhns noted that at the last meeting, she suggested the flat 2.5% for everyone who had been here 5 years or more. Jarin Dunnigan noted that Jeff Davis did the calculations which was not fiscally possible for the City. The Board discussed various options to provide an accommodation or compensation for the employees who missed their longevity

anniversary. Arnold Taylor noted that the longevity policy is a long time coming. Corey Cawthon suggested polling the employees to feedback on this longevity policy and to see if they have suggestions on non-fiscal accommodations. Tara Brown noted that we might be able to use survey monkey as a platform to get feedback. Corey Cawthon and Christina Kuhns will create a survey to post on survey monkey. Jarin Dunnigan noted that this will let employees know what we are doing. Corey Cawthon shared that this will let employees know that we care about their input.

B. Employee Handbook:

The Handbook is being reviewed and formatted at this time. Tara Brown noted that we need to add some mandated policies from IML as well as some new federal guidelines. Hope to have this completed by the end of the year or first of 2021.

C. Covid/Furlough:

Jarin Dunnigan noted that Covid is still out there and we will continue to social distance and wear mask. No grievances in reference to furloughs. Tara Brown noted that HR will send out a Holiday reminder to remember to stay safe.

5. New Business

None

6. Public Comments & Questions

7. Announcements

Next meeting – December 1, 2020

8. Adjournment

Motion was made by Dave Chamness and seconded by Chuck Vaught adjourn. Meeting adjourned at 4:36 p.m.

Submitted by:

Tara Brown, HR Manager

Approved by the Board: _____

NON-BARGAINING UNIT EMPLOYEES PERSONNEL BOARD
REQUEST FOR ACTION

DATE:
ITEM NO.

Attached are the minutes of the Non-Bargaining Unit Employees Personnel Board's Regular Meeting held on November 19, 2020. Board approval is requested.

Motion by: _____ Second by: _____

To _____ Pending _____



Non-Bargaining Unit Employees Personnel Board Meeting December 1, 2020

The City of Carbondale's Non-Bargaining Unit Employees (NBUE) Personnel Board held a regular meeting on Tuesday, December 1, 2020, on Zoom

1. Call to Order

The meeting was called to order at 2:02 pm by Jarin Dunnigan.

2. Roll Call

Present: Jarin Dunnigan, Dave Chamness, Christina Kuhns, Chuck Vaught and Corey Cawthon

Also Present: Tara Brown

3. Approval of Minutes

Board agreed to approve the November 19, 2020 minutes at the next meeting.

4. Old Business

A. Vote on Longevity Pay Policy

Jarin Dunnigan reference an email conversation with the City Manager on November 20,2020 to discussion the final changes to the Longevity policy. Jarin noted that the Board realizes that a number of employees will not receive longevity if they plan to retire before their next five-year anniversary date. The Board discussed and various scenarios of situations that might occur within their departments and within the City. Jarin stated that the City Manager is aware that due to implementing the longevity policy, there will be some case by case situations that will have to be reviewed but we have to start somewhere. The Board discussed taking action on the longevity proposal with suggested corrections.

Corey Cawthon made the motion to submit the Longevity Pay policy with corrections to the City Manager to present to the City Council. Christina Kuhns second the motion. VOTE: All approved; Motion passed.

5. New Business

None

6. Public Comments & Questions

None

7. Announcements

Next meeting – January 21, 2021

8. Adjournment

Motion was made by Dave Chamness and seconded by Chuck Vaught adjourn. Meeting adjourned at 2:56 p.m.

Submitted by:
Tara Brown, HR Manager

Approved by the Board: _____

NON-BARGAINING UNIT EMPLOYEES PERSONNEL BOARD
REQUEST FOR ACTION

DATE:
ITEM NO.

Attached are the minutes of the Non-Bargaining Unit Employees Personnel Board's Regular Meeting held on December 1, 2020. Board approval is requested.

Motion by: _____ Second by: _____

To _____ Pending _____