

**Thomasboro Village Board of Trustees
Special Board Meeting
January 26, 2015**

*Thomasboro Village Hall
101 W. Main Street, Thomasboro, Illinois*

A Special Meeting of the Board of Trustees of the Village of Thomasboro was held on Monday, January 26, 2015, President Brad Morris presiding. President Morris called the meeting to order at 6:00pm.

Roll Call

The Village Clerk called the roll, finding the following members physically present: Village President Brad Morris; and Trustees Jeff Robertson, Anthony Grilo, Kyle Henegar, and Anna Martin. Trustees Joe Wilson and Kim Ratts were absent.

Other Village officials present: Leon Albers, Treasurer; and Jeremy Reale, Village Clerk.

Discussion/Action on establishing salaries for the positions of Treasurer, Village Clerk, and Office Manager

President Morris noted that it was planned to adjust the salaries of the Treasurer and Village Clerk to make the pay for both positions equivalent at \$6,000.00 per annum. He added that the Board needed to determine whether the new office manager position should be paid an hourly wage or a fixed salary amount. Following discussion, the consensus of the Board was that the office manager should be paid at an hourly rate. It was noted that this could be revisited at a later date, particularly in the event that either the Treasurer or Village Clerk position would become vacant and possibly be combined with the office manager duties.

There was considerable discussion about the starting hourly rate for the new position, as many trustees felt that the new employee should begin at a lower rate than the maximum amount available in the budget of \$20,000.00. Following discussion, the consensus of the Board was that the new hire would begin at a rate of \$15.00 per hour, subject to a review and possible increase after a period of 90 days. President Morris also noted that Mr. Albers would be further compensated for his time in managing the office during the transition period and any training required for the new office manager. These wages and salaries would be formally approved by the Board at the regular meeting in February.

Interview of Candidates for Office Manager

The Board then conducted individual interviews with the following finalists for the position of office manager: Karen Eller, Barbara Fredricksen, Christene Young, Debra Slade, Dee Anna Ritter, and Brenda Husler.

Discussion/Action on Recommendation to Hire Candidate for Office Manager

Following the round of interviews, the Board discussed the qualifications of each of the finalists for the position. The general consensus was that all of the candidates were qualified to handle the responsibilities of the office manager; however, the discussion was narrowed to two applicants for further consideration based on their experience, skills, and positive attributes relative to the job. While the Board felt that each of the remaining candidates had the knowledge and experience necessary to make for a smooth transition in the position along with excellent customer service skills, many felt that it would be beneficial to have an individual in the position who actually resided in Thomasboro.

Trustee Grilo moved to authorize the mayor to extend an offer of employment to Karen Eller, subject to formal approval by the Board of Trustees at the February regular meeting. Trustee Henegar seconded the motion.

The Village Clerk called the roll:

YEAS: Robertson, Grilo, Henegar, and Martin – 4

NAYS: None – 0

ABSENT: Wilson and Ratts – 2

Motion carried by roll call vote of 4 to 0, with 2 members absent.

Adjournment

There being no further business to come before the Board, Trustee Martin moved to adjourn the meeting. Trustee Grilo seconded the motion. Motion carried viva voce vote.

The meeting was adjourned at 8:29pm.

Respectfully submitted,

Jeremy A. Reale, Village Clerk

The undersigned Village Clerk of the Village of Thomasboro, Illinois, does hereby certify that the foregoing minutes are a true and correct copy of the approved minutes of the Special Meeting of the Board of Trustees held January 26, 2015, as the same appears on the records of the Village now in my custody and keeping.

Village Clerk