

Minutes

Regular Meeting of the Board of Trustees Kaneville Public Library District Tuesday, July 10, 2018

1. CALL TO ORDER: The meeting was called to order at 6:13 pm by President Annette Theobald.

ROLL CALL: In attendance were Board members Annette Theobald, Jody Springsteen, Karen Flamand, Sheryl Behm, Leanne Gramley, Wendy Peck and Carol Alfrey. KPL clerk Shayne Phillips also attended.

2. ADDITIONS TO THE AGENDA: None.
3. APPROVAL OF THE AGENDA: Leanne Gramley moved and Annette Theobald seconded approval of the agenda as amended. This passed by unanimous voice vote.
4. PUBLIC COMMENTS: There were no formal public comments.
5. APPROVAL OF THE JUNE 5, 2018 REGULAR BOARD MEETING AND THE JUNE 15 AND 18, 2018 SPECIAL BOARD MEETING MINUTES: Jody Springsteen moved and Sheryl Behm seconded approval of the 6/5/18 minutes as presented. This passed by unanimous voice vote. Jody Springsteen moved and Karen Flamand seconded approval of the 6/15/18 minutes as presented. This passed by unanimous voice vote. Karen Flamand moved and Leanne Gramley seconded approval of the 6/18/18 minutes as presented. Passed by unanimous voice vote.
6. FINANCIAL REPORT: Sheryl Behm presented the financial report (attached). Discussed the monthly internet fee from KCCC as there are no recent invoices. Jody Springsteen will check on this. Sheryl also noted that our insurance policy has been adjusted slightly and will be approximately \$500 less per year going forward. We also discussed the merits of using Thriftbooks vs. Better World Books (via Baker & Taylor) and doing a mini-book sale & children's craft at Kaneville Fest. Wendy Peck moved and Jody Springsteen seconded approval of the financial report as presented. Passed by unanimous voice vote.
7. APPROVAL OF JUNE 2018 EXPENDITURES: There have been no unusual purchases. Leanne Gramley moved to approve the June 2018 Expenditures; seconded. Passed by Sheryl Behm; Passed by unanimous voice vote.
8. DIRECTOR'S REPORT: Board-Staff Liaison Karen Flamand presented the Director's Report (attached) that includes circulation numbers and a summary of Summer Reading activities. Two 20-hour clerks have been hired: Astrid Larson (starting July 18) and Kathryn Kulakowski (starting July 16). They will be trained by Karen and Shayne Phillips. Karen will check on book storage space to accommodate the Better World Books' 40 box requirement. We also discussed reviewing our overdue materials policy at a future meeting as well as exploring the library as a place people can register to vote or get documents notarized.
9. OTHER COMMITTEE REPORTS:
 - Policy and Procedure: Discussed the need for expanded personnel policies to address work hours, comp time, breaks, benefits and other issues. Carol Alfrey distributed sample personnel policies from the IL State Library website. We will continue to look at these and other policies at future meetings.

- Facility: We will be looking for painting and cleaning bids after Summer Reading is finished.
- Marketing: Sheryl Behm is currently updating both the website and Facebook. We discussed using real estate records to locate new residents and creating a library (or community) welcome packet. There was also discussion about doing a video clip about how to download e-books from the library.
- Personnel: Deferred to closed session.

10. OLD BUSINESS:

- a. *Director's Manual*. Karen is working on this.

11. NEW BUSINESS:

- a. *Landscaping* We have permission from Township Supervisor Al Withey to landscape around the east entrance of the Library. Leanne Gramley will spray for weeds. Discussion on doing some landscaping as part of a work day and the possibility of the local Boy Scout troop participating.

12. ITEMS FOR NEXT MONTH: None

13. ADJOURNMENT TO CLOSED SESSION: Jody Springsteen moved and Karen Flamand seconded that the Board convene in closed session at 8:02 to discuss the following:

- a. Final paycheck, disputed figures
- b. Clerk salaries

Passed by unanimous voice vote.

14. RECONVENE FROM CLOSED SESSION: Leanne Gramley moved and Wendy Peck seconded reconvening to open session at 8:34 pm. Passed by unanimous voice vote.

- a. Annette Theobald moved and Jody Springsteen seconded the motion to pay Carla Limbaugh \$440 in comp time/unused vacation time. Voice vote: 6 yes 1 no, passed by majority vote.
- b. Wendy Peck moved and Jody Springsteen seconded the motion to pay the new clerk salaries at the rates set during the closed session and increasing Shayne's salary by \$.50 per hour with back pay from March 12-June 30; an additional \$.50 per hour raise starting July 1. Passed by unanimous voice vote.
- c. Carol Alfrey will draft part-time personnel policies based on board discussion, which will be reviewed with and signed by the clerks.

15. ADJOURNMENT: Sheryl Behm moved to adjourn at 8:45pm; Leanne Gramley seconded. Passed by unanimous voice vote.

Respectfully submitted,

Carol Alfrey
KPL Board Secretary