

## Minutes

### **Regular Meeting of the Board of Trustees Kaneville Public Library District Tuesday, February 6, 2018**

1. CALL TO ORDER: The meeting was called to order at 6:30 pm by President Annette Theobald in the Kaneville Public Library.
2. ROLE CALL: In attendance were Board members Annette Theobald, Jody Springsteen, Karen Flamand, Sheryl Behm, Leanne Gramley, and Carol Alfrey and KPL Director Carla Limbaugh. Public in attendance were Angie Bateman and Wendy Peck.
3. ADDITIONS TO THE AGENDA: There were no additions to the agenda.
4. APPROVAL OF THE AGENDA: Carol Alfrey moved and Karen Flamand seconded approval of the agenda as presented. This passed by unanimous voice vote.
5. PUBLIC COMMENTS: There were no formal public comments.
6. APPROVAL OF THE JANUARY 9, 2018 REGULAR BOARD MINUTES: Leanne Gramley moved and Jody Springsteen seconded approval of the minutes as amended. This passed by unanimous voice vote.
7. APPOINTMENT OF NEW TRUSTEE: The Board is pleased to welcome Wendy Peck, who will serve out the vacated position through June 2019. Carol moved and Sheryl seconded this appointment which was passed by unanimous voice vote.
8. APPROVAL OF 2018 MEETING SCHEDULE: Carol presented a draft board meeting schedule for 2018. There was discussion about conflicts for two dates and the schedule was amended. Karen moved to approve the schedule as amended; Leanne seconded. Passed by unanimous voice vote.
9. REVIEW OF BUDGET /FINANCIAL REPORT: The board discussed what it would like to see reported in future months; Carla gave Sheryl bills to review and pay.
10. APPROVAL OF JANUARY 2018 EXPENDITURES: Jody moved to approve the January 2018 Expenditures; Annette seconded. Passed by unanimous voice vote.
11. DIRECTOR'S REPORT: Carla has interviewed 3 clerks to date with a 4th to be interviewed tomorrow. She expects to hire 2 by Thursday for 12 hours a week at \$11.00 per hour. This rate will increase to 11.50 after 90 days. Sugar Grove Director Shannon Halikias has offered to train the new trustees. This training will take about 1½ hours. We are still trying to access both the [kpld.board@gmail](mailto:kpld.board@gmail.com) and [KPLDinfo@gmail.com](mailto:KPLDinfo@gmail.com) (for Freedom of Information Act requests). Carla is also still working on accessing all the accounts for ordering materials. She also mention the upcoming SWAN training.

We discussed what the board would like to see covered in upcoming Director's reports. Mentioned were: petty cash expenditures and income from fines, book sales etc. and statistics on circulation, programs, staff and patron usage and interlibrary loans. We also talked about the need to update the website and Facebook access.

#### 12. OLD BUSINESS:

- a. Local Library System Automation Program (LLSAP) grant status-- Carla is working on quarterly reports that need to be submitted; Dawn will help purchase the equipment; Karen gave Carla contacts for tech support.
- b. Bank signature cards all have been signed.
- c. Trustee Terms and Training. All trustees must complete the Open Meetings Act (OMA) training by the next meeting. Freedom of Information Act (FOIA) agents are Carla Limbaugh, Carol Alfrey and Leanne Gramley. All must complete this training within 30 days of appointment.
- d. Renovation Plan and Timeline. Carol to explore a possible grant through the Painters District Council 30. We discussed looking into when rug was last cleaned and talked about the need for annual cleaning. We also discussed ADA accessibility of the collection. Karen is drafting a plan for discussion. We talked about the need to look at outlet placement, electrical capability and phone jacks when talking about rearranging the front desk and computer tables.

#### 13. NEW BUSINESS:

- a. Debit card(s): Sheryl will be name on card; she will check on how to add other name(s) if we want to do that in the future.
- b. Change of Pay Period from Monthly to bi-monthly—Annette moved to change the pay period from monthly to bi-monthly; Sheryl seconded. Approved unanimously by voice vote.
- c. Cancellation of garbage collection contract. We discussed the feasibility of this and decided to first check on whether we would be charged a fee for cancelling the Groot contract and the possible cost of sharing the Township recycle and garbage bins. We also talked about checking on the cleaning contract.

#### 14. ITEMS FOR NEXT MONTH

- Go through who has keys to doors and filing cabinets
- Report on cleaning, electric
- Fax/printer looked at by tech guy
- Name plates (Carol will do this)
- Meet and Greet
- Swearing in of new trustees
- OMA and FOIA training

15. ADJOURN: Carol moved to adjourn; Karen seconded. Passed by unanimous voice vote.