

## Minutes

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

1. **CALL TO ORDER:** The meeting was called to order at 6:35 pm by President Annette Theobald in the Kaneville Public Library.

**ROLL CALL:** In attendance were Board members Annette Theobald, Jody Springsteen, Karen Flamand, Sheryl Behm, Leanne Gramley, Wendy Peck and Carol Alfrey and KPL Director Carla Limbaugh. No one from the public attended.

2. **ADDITIONS TO THE AGENDA:** There were no additions to the agenda. Items 6 and 11d-f have tabled until the April meeting.
3. **APPROVAL OF THE AGENDA:** Carol Alfrey moved and Karen Flamand 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 FEBRUARY 6, 2018 REGULAR BOARD MINUTES:** Karen Flamand moved and Sheryl Behm seconded approval of the minutes as amended. This passed by unanimous voice vote.
6. **SWEARING IN OF NEW TRUSTEES:** Tabled until the April 2018 meeting.
7. **REVIEW OF BUDGET /FINANCIAL REPORT:** The board discussed the cleaning contract and the use of a dormant savings account to pay for proposed renovations. We will be seeking quotes for liability, directors & officer, and workers compensation insurance. Usernames and passwords have been updated as have all Old Second accounts. See attached Treasurer's Notes.
8. **APPROVAL OF FEBRUARY 2018 EXPENDITURES:** Jody Springsteen moved to approve the February 2018 Expenditures; Wendy Peck seconded. Passed by unanimous voice vote.
9. **DIRECTOR'S REPORT:** Carla Limbaugh presented her report. Two library assistants have been hired: Shayne Phillips and Tricia Rush, who are both familiar with WorkFlows. Both have great relevant outside interests and work experience that will enhance KPL programming. The collection is being re-organized. The digital collection is now on the wall next to the main entrance. The J series is being alphabetized and the 400's have been relocated. Carla and Shayne attended a SWAN catalog meeting; Carla also attended a MAGIC governing board meeting. We have received several dozen donated books from Wood Dale Public Library. Carla is now able to order books through Baker and Taylor and has contacted EBSCO for an online account. The library has also received a grant check (\$1965.26) from the Community Foundation of the Fox River

Valley. This is from the David Perry Endowment Fund. Statistics for February include 66 titles catalogued, 594 checkouts and 133 renewals.

10. OLD BUSINESS:

- a. *Local Library System Automation Program (LLSAP)* grant status—Report is signed and submitted; Carla is working with Steve from SWAN to get the new computers set up. Dawn and Michael from MAGIC are reviewing the work flow and equipment needed.
- b. *Renovation Plan and Timeline.* Karen has measured all the furniture and is making a floorplan using the existing pieces. Carol is submitting a grant application to the Painters' Council to cover painting labor.
- c. *Cancellation of Garbage Collection Contract*—contract has been cancelled.
- d. Review of Cleaning Contract & Keys—Library is cleaned every other Thursday. Cost is \$140 per month. Keys have been located and distributed.
- e. *OMA and FOIA Training.* All trustees must complete the Open Meeting Act training. Freedom of Information Act (FOIA) agents are Carla Limbaugh, Carol Alfrey and Leanne Gramley. All must complete this training within 30 days of appointment.

11. NEW BUSINESS:

- a. New Trustee Training scheduled for 3/7/18. Sugar Grove Public Library Director Shannon Halikias will be providing this 90 minute training.
- b. Library Hours for March:  
M 10-6  
T 2-7  
W 10-7  
Th 2-7  
F 10-4  
Sa 10-2  
Su Closed  
The library is open 37 hours per week. A permanent schedule will be set in April.
- c. Programs. There was a brief discussion about summer reading, a young author's program and story hours.
- d. Committee appointments –Tabled until April meeting
- e. Insurance Coverage and costs—discussed as part of the Financial Report
- f. Director's Manual—Karen Flamand is working on the manual.

12. ITEMS FOR NEXT MONTH

- Swearing in new directors
- Committee appointments

13. ADJOURN: Annette Theobald moved to adjourn; Karen Flamand seconded. Passed by unanimous voice vote.

Respectfully Submitted: