

Minutes

Regular Meeting of the Board of Trustees Kaneville Public Library District Tuesday, April 3, 2018

1. **CALL TO ORDER:** The meeting was called to order at 6:42 pm by Vice-President Karen Flamand in the Kaneville Public Library.

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

2. **ADDITIONS TO THE AGENDA:** Thank you gift for Shannon Halikias, Sugar Grove Library Director was added to New Business. Moved by Jody Springsteen, Seconded by Leanne Gramley; Passed by unanimous voice vote.
3. **APPROVAL OF THE AGENDA:** Carol Alfrey moved and Sheryl Behm 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 MARCH 6, 2018 REGULAR BOARD MINUTES:** Jody Springsteen moved and Sheryl Behm seconded approval of the minutes as presented. This passed by unanimous voice vote.
6. **SWEARING IN OF NEW TRUSTEES:** New Trustee Carol Alfrey was sworn in by former acting board secretary, Jody Springsteen. Carol Alfrey, KPL Board Secretary then swore in new Trustees Karen Flamand, Sheryl Behm, Leanne Gramley and Wendy Peck.
7. **REVIEW OF BUDGET /FINANCIAL REPORT:** See attached Treasurer's Report. We discussed CD interest rates and other options once those mature. Also discussed the need to draft the FY19 Budget for review at the May meeting. The Library now has a VISA charge card.
8. **APPROVAL OF MARCH 2018 EXPENDITURES:** Carol Alfrey moved to approve the March 2018 Expenditures; Jody Springsteen seconded. Passed by unanimous voice vote.
9. **DIRECTOR'S REPORT:** Carla Limbaugh presented her report. KCCC uses the Library for their Storytime (and provides their own storyteller). Approximately 20 kids ages 3-5 attend each week. The Library did an egg coloring project with the KCCC kids, which they really enjoyed. Plans have begun for Summer Reading. This year's theme is Reading Takes You Everywhere! The dates are June 18-July 28. Donation letters are being sent out. Kane County Cougars will again be donating tickets for SRP participants. Shayne has submitted a Back to Books grant and will be promoting poetry for the month of April. Tricia has been conducting an inventory of the store room; all of the spinning racks have been donated and the teen books have all been but together in one spot. More new books

have been found that were never process and shelved. We have received our new computers and printer, which will be set up in April. 2019 Award nominee books have been ordered. We talked about the need for a new Library Flag and the new hours corrected on the windows.

10. OLD BUSINESS:

- a. *VPN Progress*: The grant was submitted and approved; the computers are here and need to be installed.
- b. *Renovation Plan and Timeline*. Carol submitted a grant application to the Painters' Council to cover painting labor. Awards will be announced in mid-May.
- c. *OMA and FOIA Training*. All trustees have completed the training. Certificates are filed in the Board Filing Cabinet.
- d. *Director's Manual*. Karen is working on this.
- e. *Insurance coverage*. Sheryl has contacted our current provider Rockford Mutual to review coverage; she will also contact Farmers Insurance for a bid.

11. NEW BUSINESS:

a. Committee Appointments:

- Finance/Budget Karen Flamand, Sheryl Behm and Carla Limbaugh
- Policies/Procedures Jody Springsteen and Carol Alfrey
- Facility Karen Flamand and Leanne Gramley
- Personnel Executive Committee
- Marketing/Communication Leanne Gramley, Wendy Peck, Karen Flamand

- b. Thank you flowers for Shannon Halikias. Leanne will send when Shannon returns to work.

12. ITEMS FOR NEXT MONTH

- Draft FY 2019 Budget

13. ADJOURN: Wendy Peck moved to adjourn; Sheryl Behm seconded. Passed by unanimous voice vote.

Respectfully Submitted:

Carol Alfrey
KPL Board Secretary