

**MINUTES OF THE KANEVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES
April 5, 2016**

TIME AND PLACE OF MEETING: The meeting of the Kaneville Public Library was held on April 5, 2016 at the library. The regular meeting was called to order at 6:38 P.M.

ROLL CALL: Jodi Springsteen, Lynda Fillipp, Peggy Ward, Karen Kneller, Annette Theobald and Mary Niceley were present. Mary Henderson is absent.

Minutes: The minutes were read and approved from March meeting with one change – date.

Minutes were approved as read with corrections.

Treasurer's Report: The treasurer reported that everything was on track budget. Approval of bills and purchase orders was made.

QuickBooks needs to be upgraded. Two options – desktop software with two licenses or in the cloud – then you can work at it from computer. Desktop \$220 and then \$500 for payroll. If we go to online it will be \$31.00 per month. It will save us \$300 a year. If it is on the cloud – anyone can use it. Checks can be done in house now and other costs savings.

Motion to approve Quickbooks online:

Jodi Springsteen made the motion
Mary Niceley second the motion
Motion passed unanimously.

Motion to pay the rest of the bills:

Mary Niceley made the motion
Jodi Springsteen second the motion
Motion passed unanimously

Director's Report: The director's report was read and open for discussion.

Lynda mentioned that the Kaneville Public Library facebook page is up and running – please “like” us and encourage your facebook friends to do the same.

Lynda has redesigned the KPL website – given it a fresher look. More work need to be done on some landing pages and weed out information that is out of date or have broken links.

Lynda remarked that some of her “library hours” are spent after library hours to ensure all information is kept up to date and functional. Hopefully, her library hours spent during library operational hours can increase once the Shaw media transition has settled into place.

Technology issues with existing computers was discussed and agreed that Lynda will get estimates from computer networking for help with the library's upgrade and maintenance.

Clara Barton presentation was a great success. We got media coverage in the Elburn Herald both before the event and after. Many people remarked how wonderful it was.

Lynda suggested a library cleanup day for all to look through old files and equipment that have been stored at the library and decide what can stay and what can be sold or trashed. A Sunday in May – after Mother's day was suggested. A set date will be made at the May meeting.

Summer reading theme – Read for the Win! – has been established, along with the dates. Planning meeting will be on April 20th and discussion will revolve around prizes, games, crafts and volunteers.

Magic's merger with SWAN seem inevitable. After discussing with RAILS, it will be an opportunity for us as a smaller library to have access to a much larger circulation but our costs will increase. Lynda will attend an informational meeting on April 28th to learn more about the merger and how it will impact our small sized library.

Brainstorming took place on community partnership, events and classes the library can hold in the future.

Long-range plan for FY17 was discussed and will be implemented by Lynda and presented at the May board meeting for discussion and additions by the board with approval to be set by June 30th.

Lynda will ask the Kaneville Historical society about pick up cost of Ancestry.com. It was decided that Lynda and Karen will attend the next Historical society meeting to talk about partnering with historical society on more presentations, helping with the cost of ancestry.com, and fundraisers.

Motion for out of district card library fees to remain at \$150.00

Jodi Springsteen made the motion

Annette Theobald second the motion

Motion passed unanimously

Motion to stop charging patrons for videos

Mary Niceley made the motion

Jodi second the motion

Motion passed unanimously

Motion to hire Kim Wendling as library assistant

Peggy Ward made the motion

Mary Niceley second the motion

Motion passed unanimously

New Business:

Purchase Order Process – Peggy finished a spreadsheet for the purchase order process but didn't bring it to this meeting. The board will discuss next month.

Old Business:

Edge project – with be reviewed against our per captia records and discussed at May meeting.

Public Comments: None

Adjournment: The meeting adjourned at 8:12 P.M.

Agenda Items for May:

Approval of April minutes
Edge project
Summer Reading
Library cleanup day

Respectfully submitted,
Lynda Fillipp
Secretary