

**MINUTES OF THE KANEVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES
February 2, 2016**

TIME AND PLACE OF MEETING: The meeting of the Kaneville Public Library was held on February 2, 2016 at the library. The regular meeting was called to order at **6:35 P.M.**

ROLL CALL: Ray Christiansen, Jodi Springsteen, Lynda Fillipp, Peggy Ward, Mary Henderson, Karen Kneller, Annette Theobald and Mary Niceley were present. Karen Flamand was a guest.

Minutes: The minutes were read and approved from January meeting with two changes – date and Mary's name.

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.

Motion to pay the rest of the bills:

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

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

The babysitting class had to be cancelled because of low enrollment. The State library funding continues to deteriorate. Children's reading room needs new lights. Fundraising letters were sent out and have had a few donations so far. One of the Library's TV is not working and it is advised to junk it. New circulation software was updated. MAGIC will pay for equipment updated needed to run the new version of software for patrons.

Karen suggested that the board go ahead and get the lights in the Children's Reading room fixed. Ray will check to see if we have any replacement bulbs in storage. Otherwise, the Village will have to address the lighting situation because of the lack of the efficiency of the current bulbs. Ray will speak with Paul about cost and get back to the board at the next meeting. The board needs to ask the Village address replacement of more efficient ballasts/bulbs replaced.

The board secretary will send the Village a letter inquiring about the replacement and updating of ballasts/bulbs in the Children's Reading room. Also, to find out an update on lease date change from last year.

The board approved the updating of equipment by MAGIC.

Motion to order new hardware:

Jodi Springsteen made the motion
Mary Niceley seconded
Motion was passed unanimously

New Business:

Karen Flamand presented the Leslie Goddard/Clara Barton presentation/needs for the April Civil War reception with the Historical Society at the KPL. Refreshments will be served with free-will donations will be taken in hopes of having more programs like this.

Motion to approve to presentation by historical society:

Annette Theobald made the motion to approve
Mary Henderson second the motion
Motion was approved unanimously

Purchase Order Process – Peggy has suggested that we get control of KPL purchases by utilizing a Purchase Order numbering process. Peggy will create a purchase order sheet and system that will be available for vendors. Purchase orders will be used for all purchases including credit cards. The purchase order process once approved will also be put in the policy manual. Peggy will write up a process and present at the March meeting.

Staffing – Karen was concerned about three staff being scheduled to work in the library on Wednesdays. Ray indicated that he has a staff meeting scheduled for every Wednesday thus the need for all three employees' schedules to overlap. It was also questioned as why there are always two staff on duty at once. It was discussed as to how much foot traffic is in the library at one time.

Old Business:

Freeding bill and contract. Board members questioned the Freeding usage with Axis 360. 120 books were downloaded last year through Freeding and 9 with Axis 360. Axis 360 has more popular books and new material. Freeding has more reference material. Because of the minimal cost to the library it was agreed to approve Freeding for one more year.

Motion to approve to pay for Freeding for another year:

Mary Niceley made the motion
Mary Henderson seconded it
Motion passed with one nay.

Public Comments: None

Closed Session: Closed session began at **7:28pm**

Out of closed session: **8:32pm**

Adjournment: The meeting adjourned at **8:32 P.M.**

Agenda Items for February: Approval of February minutes
Lighting for the Children's room

Respectfully submitted,
Lynda Fillipp
Secretary