

Minutes

Regular Meeting of the Board of Trustees Kaneville Public Library District Tuesday, August 7, 2018

1. CALL TO ORDER: The meeting was called to order at 6:39 pm by President Annette Theobald.

ROLL CALL: In attendance were Board members Annette Theobald, Jody Springsteen, Karen Flamand, Sheryl Behm, Wendy Peck and Carol Alfrey. Leanne Gramley was absent.

2. ADDITIONS TO THE AGENDA: None.
3. APPROVAL OF THE AGENDA: Annette Theobald moved and Karen Flamand seconded approval of the agenda. This passed by unanimous voice vote.
4. PUBLIC COMMENTS: There were no formal public comments.
5. APPROVAL OF THE JULY MINUTES: Jody Springsteen moved and Sheryl Behm seconded approval of the 7/10/18 minutes as corrected. Passed by unanimous voice vote.
6. FINANCIAL REPORT: Sheryl Behm presented the financial report (attached). The Back to Books grant must be spent by the end of September and can be used only for books or audiobooks. The 2018 Per Capita (State) grant (\$1580) has also come in. KCCC is now being invoiced for internet use; \$300 was invoiced for the past 6 months of use. They are having trouble getting the internet in the far back classroom. Dan Alfrey will assess the situation to determine if a wireless booster will solve the problem.
7. APPROVAL OF JULY 2018 EXPENDITURES: There have been no unusual purchases. Karen Flamand moved to approve the July 2018 Expenditures; seconded by Jody Springsteen. Passed by unanimous voice vote.
8. DIRECTOR'S REPORT: Board-Staff Liaison Karen Flamand presented the Director's Report (attached), prepared by KPL clerk Shayne Phillips, which includes circulation numbers and a summary of Summer Reading activities. Shayne and staff have also created an internal library calendar and a programming calendar. We have an adult book club offering in September as well as Build & Play (ages 0-5), More Than Storytime (ages 0-5); Lego Club, and Family Activities scheduled through December. Circulation numbers are up as well as the average door count. The staff has been busy weeding outdated materials and books in poor condition as well as pulling out books for the Kaneville Fest book sale. IPLAR is due September 1.
9. OTHER COMMITTEE REPORTS:
 - Policy and Procedure: Discussed the need for expanded personnel policies to address work hours, comp time, breaks, benefits and other issues. Karen will draft some policies for us to look at in September. We also need to review our photo and privacy policies and the internal calendar system.
 - Facility: Karen Flamand is getting painting and cleaning bids.
 - Marketing: Sheryl Behm has updated both the website and Facebook. There are currently 5 people who are listed as administrators on Facebook: Sheryl Behm, Karen Flamand, Shayne Phillips, Leanne Gramley and Wendy Peck.
 - Personnel: Discussed timing for hiring a new Director.

10. OLD BUSINESS:

- a. *Director's Manual*. Karen is working on this. All the Board and staff have contact lists.
- b. *Landscaping*. Looking at the east entrance and what can be done to make it more inviting.

11. NEW BUSINESS:

- a. *Kaneville Fest*. Shayne and staff will be pulling books and videos for the sale; Leanne will organize a bookmark craft for the kids.
- b. *Policy Review*: Deferred to September meeting
- c. *Library Flag*: Need to locate old one or purchase a replacement.

12. ITEMS FOR NEXT MONTH: None

13. ADJOURNMENT TO CLOSED SESSION: None

14. ADJOURNMENT: Wendy Peck moved to adjourn at 7:48 pm; Annette Theobald seconded.
Passed by unanimous voice vote.

Respectfully submitted,

Carol Alfrey
KPL Board Secretary