

Minutes

Regular Meeting of the Board of Trustees Kaneville Public Library District Tuesday, September 11, 2018

1. CALL TO ORDER: The meeting was called to order at 6:57 pm by President Annette Theobald.

ROLL CALL: In attendance were Board members Annette Theobald, Jody Springsteen, Karen Flamand, Leanne Gramley, Wendy Peck and Carol Alfrey. Sheryl Behm was absent. Public attending: Shayne Phillips.
2. ADDITIONS TO THE AGENDA: Discussion of the Director's Manual moved from Old Business to the Director's Report.
3. APPROVAL OF THE AGENDA: Wendy Peck moved and Jody Springsteen 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 AUGUST MINUTES: Karen Flamand moved and Wendy Peck seconded approval of the 8/7/18 minutes as presented. Passed by unanimous voice vote.
6. FINANCIAL REPORT: The financial report (attached) was shared with the Board.
7. APPROVAL OF 2018 AUGUST EXPENDITURES: There have been no unusual purchases. Karen Flamand moved to approve the August 2018 Expenditures; seconded by Leanne Gramley. Passed by unanimous voice vote.
8. DIRECTOR'S REPORT: Board-Staff Liaison Karen Flamand presented a draft of the Director's Manual. The Board is to review this document and give Karen feedback. KPL clerk Shayne Phillips and Karen reported on library activities and statistics for August, which include circulation numbers, a summary of special program activities, the internal library calendar and a programming calendar for September. Shayne also reported on the collection development, both acquiring new books and weeding old books. Recurring events planned include an adult book club, Build and Play, More Than Storytime (ages 0-5); Lego Club, and Family Activities, all scheduled through December. Circulation numbers continue to increase as well as the average door count.
9. OTHER COMMITTEE REPORTS:
 - Policy and Procedure: The Policy subcommittee will meet prior to the next meeting to review and recommend personnel policies. We will vote on all personnel policies at the October meeting.
 - Facility: Karen Flamand is getting painting and cleaning bids. Have colors selected for kids' area. Will be painting bookshelves in the adult area so they match. The "J" non-fiction books are being moved into the children's room and series books are being put into bins.
 - Marketing: No report.
 - Personnel: Deferred to closed session.

10. OLD BUSINESS:

- a. *Director's Manual*. Discussed as part of Director's report. Wendy Peck and Leanne Gramley will compile a contact list for middle and high school volunteers that will be placed in the manual.
- b. *Remodeling*. Discussed as part of Committee reports.

11. NEW BUSINESS:

- a. *Personnel Policy Review*: Youth Coordinator job description was presented for review. Will approve final draft at the October Board meeting. Policies related to benefits and hours will be also be reviewed and presented at the October meeting for approval.
- b. *Job Description & Hours*: Deferred to closed session.

12. ITEMS FOR NEXT MONTH: None

13. ADJOURNMENT TO CLOSED SESSION: Jody Springsteen moved and Wendy Peck seconded that the Board convene in closed session at 8:16 to discuss the following:

- a. Director salary and benefits
- b. Timeline for hiring Director

Passed by unanimous voice vote.

14. RECONVENE FROM CLOSED SESSION: Leanne Gramley moved and Wendy Peck seconded reconvening to open session at 8:41 pm. Passed by unanimous voice vote.

- a. The Policy and Procedures subcommittee will meet prior to the October meeting to revise the Director policies to include vacation, sick and personal days and salary. Upon approval of the policies, the position will be filled.

15. ADJOURNMENT: Leanne Gramley moved to adjourn at 8:41 pm; Wendy Peck seconded.

Passed by unanimous voice vote.

Respectfully submitted,

Carol Alfrey
KPL Board Secretary