

Minutes

Regular Meeting of the Board of Trustees Kaneville Public Library District Tuesday, October 2, 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, Sheryl Behm, Jody Springsteen, Karen Flamand, Leanne Gramley, Wendy Peck and Carol Alfrey. Public attending: Shayne Phillips.

2. ADDITIONS TO THE AGENDA: Library Coordinator position changed to Youth Coordinator under Old Business
3. APPROVAL OF THE AGENDA: Jody Springsteen moved and Karen Flamand 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 SEPTEMBER MINUTES: Wendy Peck moved and Leanne Gramley seconded approval of the 9/11/18 B&A minutes as presented. Passed by unanimous voice vote; one abstention. Karen Flamand moved and Jody Springsteen seconded approval of the 9/11/18 regular meeting minutes as presented. Passed by unanimous voice vote; one abstention.
6. FINANCIAL REPORT: The financial report (attached) was shared with the Board. Two CD's will be rolling over in the near future, a 13-month CD (\$12,000) and a 19-month CD (\$15,000). Sheryl Behm is looking for better interest rates at other banks. We will be reviewing and voting on the 2019 Levy Ordinance at the beginning of the November Board meeting.
7. APPROVAL OF 2018 SEPTEMBER EXPENDITURES: There have been no unusual purchases. Karen Flamand moved to approve the September 2018 Expenditures; seconded by Carol Alfrey. Passed by unanimous voice vote.
8. DIRECTOR'S REPORT: KPL clerk Shayne Phillips and Karen reported on library activities and statistics for September, which include circulation numbers, a summary of special program activities, the internal library calendar and a programming calendar for October. Recurring events 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. We are averaging about 15 people at events (some more, some less). Six women are attending the Book Club. The study/computer carrels are ordered and the staff is getting prices on a new circulation desk.
9. OTHER COMMITTEE REPORTS:
 - Policy and Procedure: Deferred to Old Business
 - Facility: Karen Flamand has 2 painting/cleaning bids. Bid 1: Progressive Restoration for \$7215. Bid 2: Cummings & Son Decorating for \$5200.
 - Marketing: Wendy Peck has 3 middle/high school students interested in volunteering. Carol Alfrey will check on volunteer release forms.
 - Personnel: Deferred to Old Business and Closed Session.

10. OLD BUSINESS:

- a. *Painting Bids.* After discussion, Wendy Peck moved and Sheryl Behm seconded approval of painting Bid 1. Passed by unanimous voice vote.
- b. *Youth Coordinator job description.* Leanne Gramley moved and Annette Theobald seconded approval of the Youth Coordinator job description with a slight correction. Passed by unanimous voice vote.
- c. *Revised Policy 48.* Karen Flamand and Sheryl Behm presented this revision, which now delineates paid time off (PTO) for all paid staff. Added to the proposed policy: PTO accrues during the 90-day probation period, but cannot be taken until after probation is completed. If the employee leaves or is terminated prior to the 90-day probation period, all accrued will be forfeited. Carol Alfrey moved and Karen Flamand seconded approval of the revised Policy 48. Passed by unanimous voice vote.
- d. *Pay Policy Descriptions for Library Director, Library Associate, Youth Coordinator.* Included in Revised Policy 48.

11. NEW BUSINESS:

- a. *Petty Cash Procedures Policy 25:* Sheryl Behm presented revised Policy 25. Karen Flamand moved and Annette Theobald seconded approval of the revised policy. Passed by unanimous voice vote.
- b. *Open 2019 Trustee Positions.* Jody Springsteen and Annette Theobald are retiring at the end of this term. Wendy Peck's term is also expiring in 2019.

12. ITEMS FOR NEXT MONTH: Sheryl Behm will revise Policy 53, Outside Expense/Travel Policy for review at the November meeting.

13. ADJOURNMENT TO CLOSED SESSION: Annette Theobald moved and Karen Flamand seconded that the Board convene in closed session at 8:09 to discuss the following:

- a. Library Director position

Passed by unanimous voice vote.

14. RECONVENE FROM CLOSED SESSION: Karen Flamand moved and Jody Springsteen seconded reconvening to open session at 8:13 pm. Passed by unanimous voice vote.

- a. The Board will offer Shayne Phillips the position of Library Director. The hourly rate will be \$16.50, with hours not to exceed 33 per week unless approved by the board, effective October 1.

15. ADJOURNMENT: Karen Flamand moved to adjourn at 8:21 pm; Annette Theobald seconded. Passed by unanimous voice vote.

Respectfully submitted,

Carol Alfrey
KPL Board Secretary