

Minutes

Regular Meeting of the Board of Trustees Kaneville Public Library District Tuesday, November 6, 2018

1. CALL TO ORDER: The meeting was called to order at 6:48 pm by Vice President Karen Flamand in the Kaneville Village Boardroom.
2. ROLL CALL: In attendance were Board members Sheryl Behm, Jody Springsteen, Karen Flamand, Leanne Gramley, Wendy Peck and Carol Alfrey and KPL Director Shayne Phillips. Annette Theobald was absent. No one from the public attended.
3. ADDITIONS TO THE AGENDA: None
4. APPROVAL OF THE AGENDA: Leanne Gramley moved and Wendy Peck seconded approval of the agenda as amended. This passed by unanimous voice vote.
5. PUBLIC COMMENTS: There were no formal public comments.
6. APPROVAL OF THE SEPTEMBER MINUTES: Jody Springsteen moved and Karen Flamand seconded approval of the 10/2/18 regular meeting minutes as corrected. Passed by unanimous voice vote.
7. FINANCIAL REPORT: The financial report (attached) was shared with the Board. One of the two CD's has rolled over (the \$12,000 14-month CD) and will remain at Old Second. They are working with us to offer more competitive interest rates for our investments. Sheryl Behm distributed the Ordinance Setting Investment Policy Pursuant to the Public Funds Investment Act (Ordinance 2018-101) for review at the December meeting. She also distributed copies of the KPL Annual Report, which will be recorded with the County and published in the Elburn Herald.
8. APPROVAL OF 2018 OCTOBER EXPENDITURES: There have been no unusual purchases. Carol Alfrey moved to approve the October 2018 Expenditures; seconded by Leanne Gramley. Passed by unanimous voice vote.
9. DIRECTOR'S REPORT: Attached. KPL Director Shayne Phillips reported on library activities and statistics for October, which include circulation numbers, a summary of special program activities, the internal library calendar and a programming calendar for November. There was discussion about reviving a Friends of the Library group; Jody Springsteen offered to help with this. Christmas in Kaneville activities will include raffle baskets, Christmas stories on the hour and craft projects. Shayne will look into Com Ed grants for replacing the existing light bulbs with energy efficient ones; she also updated us the new circulation desk.
10. OTHER COMMITTEE REPORTS:
 - Policy and Procedure: Sheryl Behm distributed 4 policies for review next month: Open Door/Communications (new), Dress Code (47), Investment (50) and Computer Usage (54).
 - Facility: Deferred to Old Business.
 - Marketing: A student volunteer program will begin in January.
 - Personnel: None.

11. OLD BUSINESS:

- a. *Painting/Remodeling*. Painting is complete and books and materials are being shelved. Staff is painting the children's book bins/doorway.
- b. *Open Trustee Positions*. Members are talking with potential candidates. There will be 3 open position. Interested candidates must submit petitions in December for the April election.

12. NEW BUSINESS:

- a. *Prevailing Wage changes*. Jody Springsteen will go to the County to see if they have copies available. Online versions are difficult to print for public view.
- b. *Fiscal and Expenditure of Funds Policy 24 (revised)*. Leanne Gramley moved and Karen Flamand seconded approval of revised Policy 24. Passed by unanimous voice vote.
- c. *Duties of Treasurer Policy 13 (revised)*. Leanne Gramley moved and Jody Springsteen seconded approval of revised Policy 13. Passed by unanimous voice vote.
- d. *Outside Expense/Travel Expense Policy 53*. Leanne Gramley moved and Sheryl Behm seconded approval of Policy 53. Passed by unanimous voice vote.

13. ADJOURNMENT: Jody Springsteen moved and Carol Alfrey seconded adjourning the meeting. Meeting was adjourned at 8:12.

Respectfully submitted,

Carol Alfrey
KPL Board Secretary