

Minutes

Regular Meeting of the Board of Trustees Kaneville Public Library District Tuesday, December 4, 2018

1. CALL TO ORDER: The meeting was called to order at 6:46 pm by President Annette Theobald in the Kaneville Village Boardroom.
2. ROLL CALL: In attendance were Board members Annette Theobald, Sheryl Behm, Jody Springsteen, Karen Flamand, Leanne Gramley, Wendy Peck and Carol Alfrey and KPL Director Shayne Phillips. No one from the public attended.
3. ADDITIONS TO THE AGENDA: None
4. APPROVAL OF THE AGENDA: Leanne Gramley moved and Karen Flamand seconded approval of the agenda as presented. This passed by unanimous voice vote.
5. PUBLIC COMMENTS: There were no formal public comments.
6. APPROVAL OF THE NOVEMBER MINUTES: Sheryl Behm moved and Leanne Gramley seconded approval of the 11/6/18 regular meeting minutes as corrected. Passed by unanimous voice vote. Karen Flamand moved and Wendy Peck seconded approval of the 11/6/18 Levy minutes as presented. Passed by unanimous voice vote.
7. FINANCIAL REPORT: The financial report (attached) was shared with the Board. Sheryl Behm completed a payroll audit in October. Shayne is still ordering books (and reordering books that had been cancelled). Discussed the cleaning budget; will review this at the January meeting. Rent in the amount of \$600 is due once a year in September and is paid to the Township. The approval of Ordinance 2018-101 was tabled until the January meeting. Karen Flamand will check to see if this ordinance is required.
8. APPROVAL OF 2018 NOVEMBER EXPENDITURES: There were no unusual expenditures in November other than the painting. Karen Flamand moved to approve the November 2018 Expenditures; seconded by Wendy Peck. Passed by unanimous voice vote.
9. DIRECTOR'S REPORT: Attached. KPL Director Shayne Phillips reported on library activities and statistics for November, which include circulation numbers, a summary of special program activities, the internal library calendar and a programming calendar for December. Plans are underway for Christmas in Kaneville, including craft projects, storytelling and raffle baskets.
10. OTHER COMMITTEE REPORTS:
 - Policy and Procedure: Deferred to New Business
 - Facility: Looking at purchasing a new awning for the east entrance. The current one is torn.
 - Marketing: None.
 - Personnel: None.
11. OLD BUSINESS:
 - a. *Painting/Remodeling*. Circulation desk purchase is in process. Working with an outside advisor on the best configuration for the space.

- b. *Open Trustee Positions.* Members are talking with potential candidates. There will be 3 open positions. Interested candidates must submit petitions December 19 -26, 2018 for the April 2019 election.

12. NEW BUSINESS:

- a. Emergency Closure Policy 36 (review & revise)—Tabled until January meeting.
- b. Dress Code Policy 47 (revised)—Tabled until January meeting. Shayne will review.
- c. Communications/Problem Solving Policy 48d (new)—Karen Flamand moved and Leanne Gramley seconded approval of Policy 48d. Passed by unanimous voice vote.
- d. Investment Policy 50 (revised)—Sheryl Behm moved and Jody Springsteen seconded approval of revised Policy 50. Passed by unanimous voice vote.
- e. Computer Use Policy 54 (revised)—Tabled until January meeting. Shayne will review.

13. CLOSED SESSION (AS NEEDED) None

14. ADJOURNMENT: Karen Flamand moved and Leanne Gramley seconded adjourning the meeting. Meeting was adjourned at 8:25 pm.

Respectfully submitted,

Carol Alfrey
KPL Board Secretary