

Kaneville Public Library District FY20-21  
Board of Trustees Meeting Minutes:  
Compiled

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## July 2020

### Minutes

#### **Regular Meeting of the Board of Trustees Kaneville Public Library District Tuesday, July 7, 2020**

1. **CALL TO ORDER:** The meeting was called to order at 6:34 pm by President Karen Flamand.
2. **ROLL CALL:** In attendance were Board members Karen Flamand, Leanne Gramley, Sheryl Behm, Jody Springsteen, and Carol Alfrey as well as KPLD Director Shayne Phillips. Wendy Peck was absent.
3. **ADDITIONS TO THE AGENDA:** None
4. **APPROVAL OF THE AGENDA:** Leanne Gramley moved, and Jody Springsteen seconded approval of the agenda as presented. This passed by unanimous voice vote.
5. **PUBLIC COMMENTS:** None
6. **APPROVAL OF THE JUNE MINUTES:** Sheryl Behm moved and Leanne Gramley seconded approval of the 6/2/20 board meeting minutes as amended. Passed by unanimous voice vote.
7. **FINANCIAL REPORT:** The financial report (attached) was shared with the Board. All bills are paid and up to date. We ended the fiscal year under budget and received additional tax money in June. One more CD will mature this month. We purchased a new laptop for director Shayne Phillips.
8. **APPROVAL OF JUNE 2020 EXPENDITURES:** There were no unusual expenditures in June. Carol Alfrey moved to approve the June 2020 expenditures; seconded by Karen Flamand. Passed by unanimous voice vote.
9. **DIRECTOR'S REPORT:** Attached. KPLD Director Shayne Phillips submitted her report on library activities and the programming calendar for July-September. Summer reading is in full swing with over 4000 minutes read by kids and over 40 books read by adults so far. Number of patrons and check-outs continue to increase as we return to in-person service. Interlibrary loans are now available. Shayne reminded us that FOIA training must be renewed annually and IPLAR is due September 1. The Budget and Appropriation ordinance is due September 22. The audit of secretary minutes must also be completed by September 28. The library will have a blow-out book sale in August, with all books that fit in a bag for \$1.
10. **COMMITTEE REPORTS:**

Karen Flamand distributed descriptions of the subcommittees for review. These will be discussed and finalized at the August meeting.

  - Policy and Procedure: No report

- Facility: See Old Business
- Outreach: See Director's report
- Personnel: Shayne Phillips has conducted performance reviews with clerks; Karen Flamand met with Shayne to do her evaluation.
- Finance: No report

11. OLD BUSINESS:

- a. *East entrance landscaping*: No update. The Eagle Scout needs to present a budget and proposal to the Scout Board before this can proceed.

12. NEW BUSINESS

- a. *Trustee Training*: Shayne will keep us updated on available training.
- b. *Election Day library closing*: Discussed the need to close on Election Day; agreed that the library will remain open unless told that we must be closed.

13. CLOSED SESSION: Jody Springsteen moved, and Leanne Gramley seconded moving to closed session to discuss performance reviews and staff raises at 7:35 pm. Passed by unanimous voice vote.

14. RECONVENE: Carol Alfrey moved, and Leanne Gramley seconded reconvening at 7:48. Passed by unanimous voice vote.

15. PERFORMANCE REVIEWS/RAISES: Jody Springsteen moved, and Carol Alfrey seconded moving the clerk base pay to \$11.50 per hour. Passed by unanimous voice vote. Sheryl Behm moved, and Leanne Gramley seconded that current clerks be given a \$.50 per hour raise, making their hourly rate \$12.00. Passed by unanimous voice vote. Jody Springsteen moved, and Sheryl Behm seconded raising the library director's pay by \$1.00 per hour, from \$17.50 to \$18.50 per hour. Passed by unanimous voice vote.

ADJOURNMENT: Jody Springsteen moved, and Leanne Gramley seconded adjourning the meeting. Passed by unanimous voice vote. Meeting was adjourned at 7:50 pm.

Respectfully submitted,

Carol Alfrey  
KPLD Board Secretary

## August 2020

### Minutes

#### **Regular Meeting of the Board of Trustees Kaneville Public Library District Tuesday, August 4, 2020**

1. **CALL TO ORDER:** The meeting was called to order at 6:40 pm by President Karen Flamand.
2. **ROLL CALL:** In attendance were Board members Karen Flamand, Wendy Peck, Jody Springsteen, and Carol Alfrey as well as KPLD Director Shayne Phillips. Sheryl Behm and Leanne Gramley were absent.
3. **ADDITIONS TO THE AGENDA:** None
4. **APPROVAL OF THE AGENDA:** Wendy Peck moved, and Jody Springsteen seconded approval of the agenda as presented. This passed by unanimous voice vote.
5. **PUBLIC COMMENTS:** None
6. **APPROVAL OF THE JULY MINUTES:** Jody Springsteen moved and Wendy Peck seconded approval of the 7/7/20 board meeting minutes as presented. Passed by unanimous voice vote.
7. **FINANCIAL REPORT:** The financial report (attached) was shared with the Board. All bills are paid and up to date. Will need to prepare the Budget and Appropriation Ordinance in September. Deadline is September 22.
8. **APPROVAL OF JULY 2020 EXPENDITURES:** There were no unusual expenditures in July. Carol Alfrey moved to approve the July 2020 expenditures; seconded by Karen Flamand. Passed by unanimous voice vote.
9. **DIRECTOR'S REPORT:** Attached. KPLD Director Shayne Phillips submitted her report on library activities and the programming calendar for August-September. Summer reading concluded with 113 books and over 6,700 minutes read. Check out numbers are returning to more normal numbers, with 493 checkouts in July. Shayne reminded us that FOIA training must be renewed annually. She is working on the IPLAR, which is due September 1. The Budget and Appropriation ordinance is due September 22. The audit of secretary minutes must also be completed by September 28. The library will have a blow-out perpetual book sale in August, with all books that fit in a bag for \$1. Looking to send out some promotional information to area residents in late August/early September encouraging people to sign up for or renew their library cards.
10. **COMMITTEE REPORTS:**
  - Policy and Procedure: No report
  - Facility: Eagle scout needs two more committee approvals before he can start work on the east entrance landscaping. He hopes to complete the project by October.

- Outreach: See Director's report
- Personnel: No report.
- Finance: No report

11. OLD BUSINESS:

- a. *Committee Descriptions & Meeting schedule*: Karen Flamand distributed updated descriptions of the subcommittees. Shayne will review and we will finalize them at the September meeting.
- b. *Trustee Training*: See Director's report re: FOIA training. It is available online.

12. NEW BUSINESS

- a. *Blood Drive*: August 13 1-5pm. 24 slots are available. The bloodmobile will be parked behind the community center.

13. CLOSED SESSION: None

14. ADJOURNMENT: Jody Springsteen moved, and Wendy Peck seconded adjourning the meeting. Passed by unanimous voice vote. Meeting was adjourned at 7:20 pm.

Respectfully submitted,

Carol Alfrey  
KPLD Board Secretary

## September 2020

### Minutes

#### **Regular Meeting of the Board of Trustees Kaneville Public Library District Tuesday, September 1, 2020**

1. **CALL TO ORDER:** The meeting was called to order at 6:35 pm by Vice President Leanne Gramley.
2. **ROLL CALL:** In attendance were Board members Wendy Peck, Jody Springsteen, Sheryl Behm, Leanne Gramley and Carol Alfrey as well as KPLD Director Shayne Phillips. Karen Flamand was absent.
3. **ADDITIONS TO THE AGENDA:** None
4. **APPROVAL OF THE AGENDA:** Jody Springsteen moved, and Wendy Peck seconded approval of the agenda as presented. This passed by unanimous voice vote.
5. **PUBLIC COMMENTS:** None
6. **APPROVAL OF THE AUGUST MINUTES:** Jody Springsteen moved and Sheryl Behm seconded approval of the 8/4/20 board meeting minutes as presented. Passed by unanimous voice vote.
7. **FINANCIAL REPORT:** The financial report (attached) was shared with the Board. All bills are paid and up to date. Will review the Budget and Appropriation Ordinance at the October meeting. Karen and Sheryl will also audit the secretary's minutes for FY20.
8. **APPROVAL OF AUGUST 2020 EXPENDITURES:** There were no unusual expenditures in August. Carol Alfrey moved to approve the August 2020 expenditures; seconded by Wendy Peck. Passed by unanimous voice vote.
9. **DIRECTOR'S REPORT:** Attached. KPLD Director Shayne Phillips submitted her report on library activities and the programming calendar for September. Shayne noted that they will be doing a library sign up effort in September. 600 Kaneville residents currently do NOT have a library card. We discussed the need to donate the unsold books to make way for more donations. Need volunteers to take the books to book recycling or other venues. Shayne is working on the Back to Books grant and exploring the possibility of applying for a PPE Illinois grant. We need to encourage people to run for the Library Board. Election is in April
10. **COMMITTEE REPORTS:**
  - Policy and Procedure: No report
  - Facility: Landscaping project on hold until Spring
  - Outreach: Suggested for Facebook and a library display—The Board recommends.
  - Personnel: No report.
  - Finance: No report

11. OLD BUSINESS:

- a. *Committee Descriptions & Meeting schedule*: Tabled until October
- b. *Landscaping project*: Leanne will talk to the Eagle Scout about his ability to complete this project in a timely manner. We may need to explore other options.
- c. *Blood Drive*: Not well attended, but the effort was appreciated.

12. NEW BUSINESS

- a. *Virtual Book Club*: Carol Alfrey willing to organize this in 2021.

13. CLOSED SESSION: None

14. ADJOURNMENT: Jody Springsteen moved, and Wendy Peck seconded adjourning the meeting. Passed by unanimous voice vote. Meeting was adjourned at 7:19 pm.

Respectfully submitted,

Carol Alfrey  
KPLD Board Secretary



## October 2020

### Minutes

#### **Regular Meeting of the Board of Trustees Kaneville Public Library District Tuesday, October 6, 2020**

1. CALL TO ORDER: The meeting was called to order at 6:45 pm by Karen Flamand.
2. ROLL CALL: In attendance were Board members Karen Flamand, Wendy Peck, Jody Springsteen, Sheryl Behm, Leanne Gramley and Carol Alfrey as well as KPLD Director Shayne Phillips.
3. ADDITIONS TO THE AGENDA: None
4. APPROVAL OF THE AGENDA: Leanne Gramley moved, and Jody Springsteen seconded approval of the agenda as presented. This passed by unanimous voice vote.
5. PUBLIC COMMENTS: None
6. APPROVAL OF THE SEPTEMBER MINUTES: Sheryl Behm moved and Wendy Peck seconded approval of the 9/1/20 board meeting minutes as presented. Passed by unanimous voice vote.
7. FINANCIAL REPORT: The financial report (attached) was shared with the Board. All bills are paid and up to date. We are expecting additional money from Kane County.
8. APPROVAL OF SEPTEMBER 2020 EXPENDITURES: There were no unusual expenditures in September. Carol Alfrey moved to approve the September 2020 expenditures; seconded by Jody Springsteen. Passed by unanimous voice vote.
9. 3/5 MAJORITY VOTE FOR THE KPLD ANNUAL FINANCIAL STATEMENT: Leanne Gramley moved and Karen Flamand seconded approval of the Kaneville Public Library District Annual Financial Statement. Passed by unanimous voice vote.
10. DIRECTOR'S REPORT: Attached. KPLD Director Shayne Phillips submitted her report on library activities and the programming calendar for October-December. Plans are in place for reactivating a socially distant book club for late October and early December. Staff are providing themed Make & Take crafts for children. Need volunteers to take the books to book recycling or other venues. Shayne recently submitted a Back to Books grant (\$4900 to supplement our adult and youth nonfiction materials) and a Kane County Coronavirus Relief Fund grant for reimbursement for PPE supplies and future C19 safety needs. Material check-outs remain high and door counts are rising.
11. COMMITTEE REPORTS:
  - Policy and Procedure: No report
  - Facility: See Old Business
  - Outreach: No report

- Personnel: No report.
- Finance: No report

12. OLD BUSINESS:

- a. *Committee Descriptions & Meeting schedule*: Tabled until January
- b. *Landscaping project*: Shayne will write a letter to the Eagle Scout asking him to communicate his specific plans and timeline for completing the project. Discussed other options for getting the landscaping done, including using the Harter Middle School Snowflake group that Wendy Peck advises.

13. NEW BUSINESS

- a. *Staggering of Board Terms*: Karen Flamand and Carol Alfrey will run in the 2021 election; there will be a 3<sup>rd</sup> position open as well.
- b. *Health Insurance*: Shayne outlined costs of various BCBS health insurance policies. She will be losing health insurance coverage at the end of the month when she can no longer be covered on her parents' policy.

14. CLOSED SESSION: Moved to Closed Session at 7:50pm to discuss providing health insurance for KPLD director Shayne Phillips. Returned to Open Session at 7:58pm

a. *Health Insurance* (continued): It was moved by Karen Flamand and seconded by Carol Alfrey that \$3600 per year be allocated for health insurance for the KPLD director. Sheryl Behm will work with Shayne to work out the details of how this will be paid to Blue Cross/Blue Shield.

15. ADJOURNMENT: Leanne Gramley moved, and Jody Springsteen seconded adjourning the meeting. Passed by unanimous voice vote. Meeting was adjourned at 8:03 pm.

Respectfully submitted,

Carol Alfrey  
KPLD Board Secretary

## November 2020

### Minutes

#### **Regular Meeting of the Board of Trustees Kaneville Public Library District Tuesday, November 3, 2020**

1. CALL TO ORDER: The meeting was called to order at 6:45 pm by Karen Flamand.
2. ROLL CALL: In attendance were Board members Karen Flamand, Wendy Peck, Jody Springsteen, Sheryl Behm, and Carol Alfrey as well as KPLD Director Shayne Phillips. Leanne Gramley was absent.
3. ADDITIONS TO THE AGENDA: None
4. APPROVAL OF THE AGENDA: Jody Springsteen moved, and Karen Flamand seconded approval of the agenda as presented. This passed by unanimous voice vote.
5. PUBLIC COMMENTS: None
6. APPROVAL OF THE OCTOBER MINUTES: Sheryl Behm moved and Carol Alfrey seconded approval of the 10/6/20 B&A meeting minutes as presented. Passed by unanimous voice vote. Jody Springsteen moved and Wendy Peck seconded approval of the 10/6/20 regular board meeting minutes. Passed by unanimous voice vote.
7. FINANCIAL REPORT: The financial report (attached) was shared with the Board. All bills are paid and up to date. We have received per capita and Kane County monies; the Annual Report has been filed with the Comptroller.
8. APPROVAL OF OCTOBER 2020 EXPENDITURES: There were no unusual expenditures in October. Carol Alfrey moved to approve the October 2020 expenditures; seconded by Jody Springsteen. Passed by unanimous voice vote.
9. DIRECTOR'S REPORT: Attached. KPLD Director Shayne Phillips submitted her report on library activities and the programming calendar for November-December. The Book Club is reactivated and met in late October; it will reconvene in early December. Staff are providing themed Make & Take crafts for children. Still need volunteers to take more boxes of books to book recycling or other venues. Material check-outs remain high and door counts are rising. Per RAILS, books now need to be quarantined for 3 days rather than 7. Shayne reminded us that FOIA training must be renewed. We have received the Kane County Coronavirus Relief Fund grant for reimbursement for PPE supplies and future C19 safety needs. Shayne is also looking at a Focus on Small Rural Libraries grant to expand/improve our internet service.
10. COMMITTEE REPORTS:
  - Policy and Procedure: No report
  - Facility: See Old Business
  - Outreach: No report

- Personnel: Discussed how to pay for Shayne's health insurance. It was decided that the \$300 per month to cover health insurance will be split \$150 per paycheck beginning in November.
- Finance: No report

11. OLD BUSINESS:

- a. *Landscaping project*: Shayne sent a letter to the Eagle Scout who expressed interest in the project asking for a plan and timeline. She had not heard back from him at the time of the meeting.
- b. *Board election*: Shayne is sending Carol Alfrey and Karen Flamand information about petitions and procedures related to the 2021 Board election. We still need a 3<sup>rd</sup> candidate to run to fill the vacancy left by Annette Theobald's retirement.

12. NEW BUSINESS

- a. *Serving Our Public Standards for IL Libraries*: Tabled until the December meeting when we will look at Chapters 1&2.
- b. *Resolution—Kane County CARES*. Wendy Peck moved and Jody Springsteen seconded approval of the Kane County CARES resolution. Passed by unanimous roll call vote.
- c. *Signature—Kane County CARES IGA*. The Kane County CARES IGA was signed by Karen Flamand, President and Carol Alfrey, Secretary.

13. CLOSED SESSION: None

14. ADJOURNMENT: Carol Alfrey moved, and Karen Flamand seconded adjourning the meeting. Passed by unanimous voice vote. Meeting was adjourned at 7:50 pm.

Respectfully submitted,

Carol Alfrey  
KPLD Board Secretary

## December 2020

### Minutes

#### **Regular Meeting of the Board of Trustees Kaneville Public Library District Tuesday, December 1, 2020**

1. CALL TO ORDER: The meeting was called to order at 6:36 pm by Karen Flamand.
2. ROLL CALL: In attendance were Board members Karen Flamand, Wendy Peck, Jody Springsteen, Sheryl Behm, Leanne Gramley and Carol Alfrey as well as KPLD Director Shayne Phillips.
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: None
6. APPROVAL OF THE NOVEMBER MINUTES: Sheryl Behm moved and Jody Springsteen seconded approval of the 11/3/20 Levy meeting minutes as presented. Passed by unanimous voice vote. Jody Springsteen moved and Sheryl Behm seconded approval of the 11/3/20 regular board meeting minutes. Passed by unanimous voice vote.
7. FINANCIAL REPORT: The financial report (attached) was shared with the Board. All bills are paid and up to date. We have received additional property tax monies.
8. APPROVAL OF NOVEMBER 2020 EXPENDITURES: There were no unusual expenditures in November. Wendy Peck moved to approve the November 2020 expenditures; seconded by Jody Springsteen. Passed by unanimous voice vote.
9. DIRECTOR'S REPORT: Attached. KPLD Director Shayne Phillips submitted her report on library activities and the programming calendar for December-January. All December "to-do's" have been done. The Book Club will reconvene via Zoom in early December and discuss *The 100-Year Old Man Who Climbed Out the Window and Disappeared* by Jonas Jonasson. Staff are providing themed Make & Take crafts for children, which have been very popular. The number of material check-outs increased significantly in November. Per RAILS, books continue to be quarantined for 3 days. Planning to stay with appointments and curbside pick up through December, which has been working well.
10. COMMITTEE REPORTS:
  - Policy and Procedure: No report
  - Facility: See Old Business
  - Outreach: No report
  - Personnel: Discussed Christmas bonuses; Carol Alfrey moved, and Leanne Gramley seconded a proposal to provide staff bonuses in the same amounts as last year. Passed by unanimous voice vote.

- Finance: No report

#### 11. OLD BUSINESS:

- a. *Landscaping project*: Shayne met with Eagle Scout Ace, his mentor and Leanne Gramley. He is back on track for doing the landscaping project in the spring. There may be a few changes to the drawing he received, but he will get those changes approved. Ace will be fundraising in January-March and should start the project in late March/early April.
- b. *Board election*: Carol Alfrey and Karen Flamand have been sent the petitions for office and are getting signatures. Need to check to see if an appointment is needed to turn them in at the County.

#### 12. NEW BUSINESS

- a. *Serving Our Public Standards for IL Libraries 4.0*: Chapters 1&2.
  1. Chapter 1. Major concerns include updating the disaster plan (work with local fire chief and deputy sheriff) and reviewing collection development/management, personnel, and technology policies. The other core standard to be addressed involves evaluating whether the library facility, collections and services are meeting the needs of the community. This may be done with a short survey.
  2. Chapter 2. Concerns in Chapter 2 include reviewing the library's mission statement; developing a succession plan for the director position; creating new trustee orientation; and developing procedures/timelines for destroying records and identifying options that ensure confidential destruction. Kim Wendling would be a good resource for this.
  3. Priorities: 1. Updating contacts/procedures for the disaster plan (Shayne will take the lead on this). 2. Create a trustee orientation binder (Karen Flamand will take the lead on this) 3. Look at policies (Shayne, Carol Alfrey and Jody Springsteen will look at this over the winter). As time permits, Shayne will also draft a succession plan and explore options for records disposal.
- b. *Phone System*: There have been some problems with the phone. Not sure if it is just the phone or the phone lines. Need to bring in another phone to test it.
- c. *Book Recycling*: Still need help taking books to recycling or other venues. Can take to the recycling facility on Fabyan Parkway any time. We also need more boxes.

#### 13. CLOSED SESSION: None

14. ADJOURNMENT: Carol Alfrey moved, and Sheryl Behm seconded adjourning the meeting. Passed by unanimous voice vote. Meeting was adjourned at 7:43 pm.

Respectfully submitted,

Carol Alfrey  
KPLD Board Secretary

## January 2021

### Minutes

#### **Regular Meeting of the Board of Trustees Kaneville Public Library District Tuesday, January 5, 2021**

1. CALL TO ORDER: The meeting was called to order at 6:33 pm by Karen Flamand.
2. ROLL CALL: In attendance were Board members Karen Flamand, Wendy Peck, Jody Springsteen, Sheryl Behm, Leanne Gramley and Carol Alfrey as well as KPLD Director Shayne Phillips.
3. ADDITIONS TO THE AGENDA: None
4. APPROVAL OF THE AGENDA: Wendy Peck moved, and Jody Springsteen seconded approval of the agenda as presented. This passed by unanimous voice vote.
5. PUBLIC COMMENTS: None
6. APPROVAL OF THE DECEMBER MINUTES: Leanne Gramley moved and Jody Springsteen seconded approval of the 12/2/20 meeting minutes as presented. Passed by unanimous voice vote.
7. FINANCIAL REPORT: The financial report (attached) was shared with the Board. All bills are paid and up to date. Plan to roll over CDs when they mature unless it looks like interest rates will go up. In that case we will move the money temporarily into savings and then back into CDs.
8. APPROVAL OF DECEMBER 2020 EXPENDITURES: There were no unusual expenditures in December. Carol Alfrey moved to approve the December 2020 expenditures; seconded by Wendy Peck. Passed by unanimous voice vote.
9. DIRECTOR'S REPORT: Attached. KPLD Director Shayne Phillips submitted her report on library activities and the programming calendar for January-March. Staff are providing themed Make & Take crafts for children, which have been very popular. January book club meets on January 26 to discuss *The 7½ Deaths of Evelyn Hardcastle* by Stuart Turton. Book club dates have been set for February and March. Per RAILS, books continue to be quarantined for 3 days. Planning to stay with appointments and curbside pick until we are moved out of Tier 3 Mitigations. Book sale is scheduled for March 29-April 3. Shayne has posted for an additional Library Assistant position (8-12 hours per week) to fill the position that has been open since May. RAILS is providing a trustee virtual roundtable on January 20, from noon-1pm. Shayne reminded us that FOIA training must be completed for 2021. Other training to be completed are the Open Meeting Act (new trustees) and Sexual Harassment training (all members).
10. COMMITTEE REPORTS:
  - Policy and Procedure: No report

- Facility: No report
- Outreach: No report
- Personnel: See New Business
- Finance: No report

11. OLD BUSINESS:

- a. *Board election*: Petitions have been turned in; Certification of Ballot is the next step in the process. Carol Alfrey will contact the county to complete the certification.

12. NEW BUSINESS

- a. *Serving Our Public Standards for IL Libraries 4.0*: Chapters 3&4
  1. Access Checklist—reviewed and determined that we need:
    - a. Identifying signage that is visible from the street,
    - b. Additional lighting in the east parking lot.
  2. Personnel Checklist—we are in good shape here; will be:
    - a. Reviewing existing personnel policies and revising and re-numbering them into a coherent series
    - b. Working on a salary schedule.
- b. 2021 Holiday Schedule: Carol Alfrey moved, and Karen Flamand seconded approval of the attached 2021 Holiday Schedule. Passed by unanimous voice vote.

13. CLOSED SESSION: None

14. ADJOURNMENT: Wendy Peck moved, and Jody Springsteen seconded adjourning the meeting. Passed by unanimous voice vote. Meeting was adjourned at 7:26 pm.

Respectfully submitted,

Carol Alfrey  
KPLD Board Secretary



## February 2021

### Minutes

#### **Regular Meeting of the Board of Trustees Kaneville Public Library District Tuesday, February 2, 2021**

1. CALL TO ORDER: The meeting was called to order at 6:37 pm by Karen Flamand.
2. ROLL CALL: In attendance were Board members Karen Flamand, Wendy Peck, Jody Springsteen, Leanne Gramley and Carol Alfrey. Sheryl Behm and KPLD Director Shayne Phillips were absent.
3. ADDITIONS TO THE AGENDA: None
4. APPROVAL OF THE AGENDA: Wendy Peck moved, and Jody Springsteen seconded approval of the agenda as presented. This passed by unanimous voice vote.
5. PUBLIC COMMENTS: None
6. APPROVAL OF THE JANUARY MINUTES: Jody Springsteen moved and Leanne Gramley seconded approval of the 1/5/21 meeting minutes as presented. Passed by unanimous voice vote.
7. FINANCIAL REPORT: The financial report (attached) was shared with the Board. All bills are paid and up-to-date. There was some discussion about moving CD money into some other low risk investments through LPL Investments. LPL is affiliated with Old Second Bank.
8. APPROVAL OF JANUARY 2021 EXPENDITURES: There were no unusual expenditures in January. Carol Alfrey moved to approve the January 2021 expenditures; seconded by Jody Springsteen. Passed by unanimous voice vote.
9. DIRECTOR'S REPORT: Attached. KPLD Director Shayne Phillips submitted her report on library activities and the programming calendar for February-March, which was reviewed in her absence. Staff are providing themed Make & Take crafts for children, which have been very popular. February book club meets on February 23 to discuss *Before the Fall* by Noah Hawley. Book sale is scheduled for March 29-April 3. Shayne has posted for an additional Library Assistant position (8-12 hours per week) to fill the position that has been open since May. She completed paperwork for the Kane County COVID Relief Fund and is expecting a check soon. Staff have been weeding out old adult non-fiction and ordering new materials. Summer reading theme this year is "Reading Colors Your World."
10. COMMITTEE REPORTS:
  - Policy and Procedure: No report
  - Facility: Leanne has not heard from the Eagle Scout about the landscaping project; may need to go to Plan B at the March meeting.

- Outreach: Leanne will see if the Boy Scouts can help set up for the book sale. She also is creating a KPLD Board Book Picks display that features each member and a book they recommend or are currently reading.
- Personnel: No one has applied for the clerk position to date.
- Finance: Karen and Shayne met to discuss bookcase and other larger purchases. Karen is buying the materials needed to make the caterpillar in the children's area.

11. OLD BUSINESS:

- a. *Board election*: Certification of Ballot has been completed. We are all set for the April election.

12. NEW BUSINESS

- a. *Serving Our Public Standards for IL Libraries 4.0*: Chapters 5,6 & 8: Training tabled until Shayne can attend and lead us through the process. Leanne Gramley did share that she watched the Trustee Training that Shayne had recommended. We discussed the need for the Board to communicate to the staff that we are invested in them via training opportunities, possible stipends for LTA and other benefits.

We also discussed the need to post safety measures online and on the doors (and/or other prominent places) and what adaptations we have made for COVID that we want to maintain going forward. We agreed that curbside pickup is a nice benefit for our patrons as well as offering classes online.

13. CLOSED SESSION: None

14. ADJOURNMENT: Carol Alfrey moved, and Wendy Peck seconded adjourning the meeting. Passed by unanimous voice vote. Meeting was adjourned at 7:16 pm.

Respectfully submitted,

Carol Alfrey  
KPLD Board Secretary

## March 2021

### Minutes

#### **Regular Meeting of the Board of Trustees Kaneville Public Library District Tuesday, March 2, 2021**

1. CALL TO ORDER: The meeting was called to order at 6:30 pm by Karen Flamand.
2. ROLL CALL: In attendance were Board members Karen Flamand, Sheryl Behm, Wendy Peck, Jody Springsteen, Leanne Gramley and Carol Alfrey and KPLD Director Shayne Phillips.
3. ADDITIONS TO THE AGENDA: None
4. APPROVAL OF THE AGENDA: Leanne Gramley moved, and Wendy Peck seconded approval of the agenda as presented. This passed by unanimous voice vote.
5. PUBLIC COMMENTS: None
6. APPROVAL OF THE FEBRUARY MINUTES: Sheryl Behm moved and Wendy Peck seconded approval of the 2/3/21 meeting minutes as corrected. Passed by unanimous voice vote.
7. FINANCIAL REPORT: The financial report (attached) was shared with the Board. We received the rest of the Kane County Coronavirus funding, the Kane County Tax Settlement and the David Perry grant. We are on budget.
8. APPROVAL OF FEBRUARY 2021 EXPENDITURES: There were no unusual expenditures in February. Carol Alfrey moved to approve the January 2021 expenditures; seconded by Karen Flamand. Passed by unanimous voice vote.
9. DIRECTOR'S REPORT: Attached. KPLD Director Shayne Phillips submitted her report on library activities and the programming calendar for March-June. Shayne has attended several SWAN and other administrative meetings and has started leadership training with Fast Forward Libraries. She has also been working on the Per Capita grant (due March 15) and the ILINET Traffic survey (due March 31). Shayne has applied for a leadership grant from the Association for Rural and Small Libraries. This is an 18-month program that includes mentorship and up to \$8000 in support. Staff are still providing themed Make & Take crafts for children, which have been very popular. The book club meets on March 30 to discuss *Still Alice* by Lisa Genova. Book sale is scheduled for March 29-April 3. Summer reading begins June 12 with the theme "Reading Colors Your World." Shayne is hoping to do a lot of outdoor activities, including movies. Per guidance from RAILS, materials now only need to quarantine 24 hours.
10. COMMITTEE REPORTS:
  - Policy and Procedure: No report
  - Facility: See Old Business

- Outreach: Leanne has created a KPLD Board Book Picks display that features each member and a book they recommend or are currently reading. It is hanging near the Children's room entrance and will be updated seasonally.
- Personnel: Shayne has an interview for the new clerk position next week.
- Finance: None

11. OLD BUSINESS:

- a. *Spring Book Sale*: Books will be set up in the hall outside the west entrance. Need help bringing books up from the basement.
- b. *Landscaping*: The Eagle project is back on track. Ace has met with Leanne twice and Shayne once to discuss the landscaping plans. The board stressed the need to have the project done by May and that scout must attend the April meeting to present his plan to the entire board.

12. NEW BUSINESS

- a. *Serving Our Public Standards for IL Libraries 4.0: Chapters 5-13*: Shayne led the board through the chapters highlighting areas that the Kaneville Library could improve upon, including youth/young adult services, marketing, and safety plans and protocols.

13. CLOSED SESSION: None

14. ADJOURNMENT: Carol Alfrey moved, and Jody Springsteen seconded adjourning the meeting. Passed by unanimous voice vote. Meeting was adjourned at 8:23 pm.

Respectfully submitted,

Carol Alfrey  
KPLD Board Secretary

April 2021

Minutes

**Regular Meeting of the Board of Trustees  
Kaneville Public Library District  
Tuesday, April 6, 2021**

1. **CALL TO ORDER:** The meeting was called to order at 6:35 pm by Karen Flamand.
2. **ROLL CALL:** In attendance were Board members Karen Flamand, Sheryl Behm, Jody Springsteen, Leanne Gramley and Carol Alfrey, KPLD Director Shayne Phillips, and Acelin Bruhl, Thomas Bruhl and Mark Wold from Elburn Boy Scout Troop 7. Board member Wendy Peck was absent.
3. **ADDITIONS TO THE AGENDA:** It was recommended that Acelin Bruhl be added to the agenda under Public Comments.
4. **APPROVAL OF THE AGENDA:** Leanne Gramley moved, and Jody Springsteen seconded approval of the agenda as amended. This passed by unanimous voice vote.
5. **PUBLIC COMMENTS:** Acelin Bruhl presented his landscape design plan for the library's east entrance, which would be his Eagle Scout project. The plan design was shared with the group visually on a poster board. The plan includes native perennials in flower beds, annuals in planters, as well as the construction of a bench and plant stand. Once the plan is approved by the Scouts, Ace will be soliciting donations from Home Depot, Blue Hills Nursery and others for lumber and plant materials. As leader of the project, Ace will be responsible for recruiting people to do the planting and other groundwork; he will build the bench and plant stand prior to the scheduled workday. He plans to be done by June 6, in time for summer reading. The board thanked Acelin for his presentation and encouraged him to keep Shayne apprised of his progress.
6. **APPROVAL OF THE MARCH MINUTES:** Sheryl Behm moved and Leanne Gramley seconded approval of the 3/2/21 meeting minutes as presented. Passed by unanimous voice vote.
7. **FINANCIAL REPORT:** The financial report (attached) was shared with the Board. All bills have been paid and we are on budget.
8. **APPROVAL OF MARCH 2021 EXPENDITURES:** There were no unusual expenditures in March. Carol Alfrey moved to approve the March 2021 expenditures; seconded by Karen Flamand. Passed by unanimous voice vote.
9. **DIRECTOR'S REPORT:** Attached. KPLD Director Shayne Phillips submitted her report on library activities and the programming calendar for April-June. Shayne has attended several SWAN and other administrative meetings as well as leadership training with Fast Forward Libraries. She also has been selected for a leadership grant from the Association for Rural and Small Libraries, Outstanding in Your Field Institute. This is an 18-month program that includes mentorship and up to \$8000 in support. Staff are still providing themed Make &

Take crafts for children, which have been very popular. The book club meets on April 27 to discuss *Library of Lost and Found* by Phaedra Patrick. Summer reading begins June 12 with the theme “Reading Colors Your World.” Shayne is hoping to do a lot of outdoor activities, including movies and presenters for children and possibly adults. Crafts will be available to be completed on site, or as take-home activities. Shayne will be sending out donation letters in mid-April. Checkout and door count numbers are up, with a record 573 items checked out in March!

10. COMMITTEE REPORTS:

- Policy and Procedure: No report
- Facility: We discussed the opportunity to access limited T-Mobile hot-spot equipment for patron use at home but decided not to pursue it at this time.
- Outreach: It’s National Library Week, so Shayne has been posting on Facebook to celebrate. We also discussed possible items for Welcome to the Library packets for children and adults.
- Personnel: We have a new Library Associate, Cassidy Weiss who will begin in mid-April.
- Finance: Will need to meet in May to create the FY22 budget.

11. OLD BUSINESS:

- a. *Spring Book Sale*: The sale will continue into early April. Will need help taking unsold books to SCARCE or other options.
- b. *Landscaping*: See Public Comments
- c. *Election*: Will administer the Oath of Office at May meeting for newly elected trustees.

12. NEW BUSINESS

- a. *Summer Reading*: See Director’s Report.

13. CLOSED SESSION: None

14. ADJOURNMENT: Carol Alfrey moved, and Leanne Gramley seconded adjourning the meeting. Passed by unanimous voice vote. Meeting was adjourned at 7:50 pm.

Respectfully submitted,

Carol Alfrey  
KPLD Board Secretary

May 2021

Minutes

**Regular Meeting of the Board of Trustees  
Kaneville Public Library District  
Tuesday, May 4, 2021**

1. CALL TO ORDER: The meeting was called to order at 6:34 pm by Karen Flamand.
2. ROLL CALL: In attendance were Board members Karen Flamand, Jody Springsteen, Wendy Peck and Carol Alfrey, and KPLD Director Shayne Phillips. Board members Sheryl Behm and Leanne Gramley were absent.
3. ADDITIONS/CHANGES TO THE AGENDA: Karen requested that a brief closed session be moved to before the Director's report.
4. APPROVAL OF THE AGENDA: Carol Alfrey moved, and Wendy Peck seconded approval of the agenda as amended. This passed by unanimous voice vote.
5. PUBLIC COMMENTS: None
6. OATH OF OFFICE FOR ELECTED TRUSTEES: The entire board, including newly elected members Carol Alfrey and Karen Flamand recited the oath of office as administered by KPLD Library Director Shayne Phillips.
7. ELECTION OF OFFICERS: Karen Flamand moved and Wendy Peck seconded acceptance of the following slate of officers:
  - Karen Flamand—President
  - Leanne Gramley—Vice President
  - Carol Alfrey—Secretary
  - Sheryl Behm—Treasurer

This passed by unanimous voice vote.
8. APPROVAL OF THE APRIL MINUTES: Jody Springsteen moved and Wendy Peck seconded approval of the 4/6/21 meeting minutes as presented. Passed by unanimous voice vote.
9. FINANCIAL REPORT: The financial report (attached) was shared with the Board. All bills have been paid and we are on budget.
10. APPROVAL OF APRIL 2021 EXPENDITURES: There were no unusual expenditures in April. Carol Alfrey moved to approve the April 2021 expenditures; seconded by Jody Springsteen. Passed by unanimous voice vote.
11. CLOSED SESSION: The Board retired to the Village room for a closed session at 6:49pm to discuss increasing the director's salary. The Board reconvened at 6:53pm to vote on the issue.

Carol Alfrey moved, and Karen Flamand seconded increasing the director's salary at the level agreed on in the closed session. Passed by unanimous voice vote.

12. DIRECTOR'S REPORT: Attached. KPLD Director Shayne Phillips submitted her report on library activities and the programming calendar for May-July. She has recently attended several administrative meetings as well as completing the Reaching Forward Libraries Leadership training. Shayne has attended the first part of the Reaching Forward Conference. The Illinois Library Certification has been completed and all staff have completed this year's Harassment Prevention Training through RAILS. Staff are still providing themed Make & Take crafts for children, which have been very popular. The book club meets on May 25 to discuss 2 books, *Killer of the Flower Moon* and *Measuring Up*. Summer reading begins June 12 with the theme "Reading Colors Your World." We are co-sponsoring another HFK production on Saturday, July 17 at 2pm, "The Great Chicago Fire: A Phoenix from the Ashes."

13. COMMITTEE REPORTS:

- Policy and Procedure: Shayne has re-typed all the policies so that they are in standard form and more easily reviewed.
- Facility: The fire and sheriff's departments will be coming this month to do their annual safety review.
- Outreach: Jody Springsteen suggested printing some Wanted posters to advertise the open board position.
- Personnel: Shayne is conducting staff reviews this month.
- Finance: The committee will meet in May to create the FY22 budget.

14. OLD BUSINESS:

- b. *Spring Book Sale*: The sale raised about \$50. Staff will clear out all the stored books and begin taking donations this summer.
- c. *Landscaping*: Shayne has not heard from Ace about the project. Leanne Gramley sent word that he is still waiting for approval from an Eagle Scout committee.
- d. *Summer Reading*: See Director's Report. Mailing has been sent out.

15. NEW BUSINESS

- e. None

16. ADJOURNMENT: Carol Alfrey moved, and Jody Springsteen seconded adjourning the meeting. Passed by unanimous voice vote. Meeting was adjourned at 7:18 pm.

Respectfully submitted,

Carol Alfrey  
KPLD Board Secretary



June 2021

Minutes

**Regular Meeting of the Board of Trustees  
Kaneville Public Library District  
Tuesday, June 1, 2021**

1. CALL TO ORDER: The meeting was called to order at 6:31 pm by Karen Flamand.
2. ROLL CALL: In attendance were Board members Karen Flamand, Jody Springsteen, Wendy Peck and Carol Alfrey. KPLD Director Shayne Phillips, and Acelin Bruhl and Thomas Bruhl from Elburn Boy Scout Troop 7 were also present. Board members Wendy Peck and Leanne Gramley were absent.
3. ADDITIONS/CHANGES TO THE AGENDA: None
4. APPROVAL OF THE AGENDA: Jody Springsteen moved, and Sheryl Behm seconded approval of the agenda as presented. This passed by unanimous voice vote.
5. PUBLIC COMMENTS: Acelin Bruhl gave the board an update on the east entrance landscaping project (see attached proposal). The project unfortunately has been postponed due to timing issues related to Boy Scouts committee requirements. Once the project has been approved at the district meeting, Acelin can begin fundraising and finalizing the plans. He anticipates completing the project in July or August.
6. APPROVAL OF THE MAY MINUTES: Jody Springsteen moved and Sheryl Behm seconded approval of the 5/4/21 meeting minutes as presented. Passed by unanimous voice vote.
7. FINANCIAL REPORT: The financial report (attached) was shared with the Board. All bills have been paid and we are on budget. Sheryl Behm reviewed the FY 22 Budget. Carol Alfrey moved, and Karen Flamand seconded approval of the budget as presented.
8. APPROVAL OF MAY 2021 EXPENDITURES: There were no unusual expenditures in May. Carol Alfrey moved to approve the May 2021 expenditures; seconded by Karen Flamand. Passed by unanimous voice vote.
9. DIRECTOR'S REPORT: Attached. KPLD Director Shayne Phillips submitted her report on library activities and the programming calendar for June-August. Staff are still providing themed Make & Take crafts for children, which have been very popular. The book club meets on June 28 to discuss *The Storied Life of AJ Fikry* by Gabrielle Zevin. The July book is *House of Silk: A Sherlock Holmes Novel* by Anthony Horowitz. The summer reading program, "Reading Colors Your World," kicks off with registration and freeze pops on Saturday, June 12. Shayne will be attending trainings as part of the Association of Rural and Small Libraries Grant she received. The first training is in August in Salt Lake City; the second training is in October in Las Vegas. Per RAILS, patrons are still required to wear masks upon entry to the building and be respectful of the space of those around them. This is especially important as the target audience in the summer is children, who are not yet able to be vaccinated.

10. COMMITTEE REPORTS:

- Policy and Procedure: Shayne is drafting a cell phone policy.
- Facility: Leanne and Karen will do a walk-through. The sheriff and fire department inspection needs to be rescheduled.
- Outreach: None
- Personnel: See New Business
- Finance: The committee met to draft the FY22 budget.

11. OLD BUSINESS:

- a. *Summer Reading*: See Director's Report.
- b. *Great Chicago Fire event July 17*: Flyers have been made and are being distributed.

12. NEW BUSINESS

- a. *Fine Free Discussion*: KPL is currently "fine-free" and has been so for the duration of the COVID-19 pandemic. The board discussed permanent adoption of a policy of fine-free lending. There are other options, such as blocking cards and charging the patron for the cost of the material when the overdue time-period exceeds a certain number of days. Sheryl Behm moved, and Jody Springsteen seconded eliminating fines for overdue books. Passed by unanimous voice vote.
- b. *FY22 Calendar*: Karen Flamand moved, and Sheryl Behm seconded adoption of the following KPLD Board meeting schedule. Passed by unanimous voice vote.
  - i. *July 6, 2021*
  - ii. *August 3, 2021*
  - iii. *September 7, 2021*
  - iv. *October 5, 2021*
  - v. *November 2, 2021*
  - vi. *December 7, 2021*
  - vii. *January 4, 2022*
  - viii. *February 1, 2022*
  - ix. *March 1, 2022*
  - x. *April 5, 2022*
  - xi. *May 3, 2022*
  - xii. *June 7, 2022*
- c. *Increase in wages*: The board discussed raising the base pay for the clerk position to keep in line with the state's graduated minimum wage increases. Carol Alfrey moved, and Karen Flamand seconded increasing the base from \$11.50 per hour to \$12.50 per hour. Passed by unanimous voice vote. Given that base increase, it was moved by Carol Alfrey and seconded by Sheryl Behm that the wages of both Nick and Diane be raised from their current rate of \$12 per hour to \$13.50 per hour to reflect their years of employment. Passed by unanimous voice vote. Increases will effective July 1.

13. ADJOURNMENT: Jody Springsteen moved, and Carol Alfrey seconded adjourning the meeting. Passed by unanimous voice vote. Meeting was adjourned at 7:38 pm.

Respectfully submitted,

Carol Alfrey, KPLD Board Secretary

## Special Meeting – Levy

### Minutes

#### **Annual Tax Levy Ordinance Hearing Kaneville Public Library District Tuesday, November 3, 2020 6:30 pm**

1. **CALL TO ORDER:** The Annual Tax Levy Ordinance Hearing was called to order at 6:38pm by President Karen Flamand.
2. **ROLL CALL:** In attendance were Board members Karen Flamand, Carol Alfrey, Jody Springsteen, Wendy Peck and Sheryl Behm. Leanne Gramley was absent. KPLD Director Shayne Phillips was also in attendance. No one from the general public attended.
3. **PUBLIC COMMENT:** None
4. **VOTE ON FY22 ANNUAL TAX LEVY ORDINANCE:** Carol Alfrey moved, and Jody Springsteen seconded the approval of the FY22 Tax Levy Ordinance as written. Voice Vote yielded Five Yays and Zero Nays. Motion passed by unanimous roll call vote.
5. **CERTIFICATION OF TAX LEVY:** KPLD President Karen Flamand and Secretary Carol Alfrey signed the required Certification of Tax Levy paperwork.
6. **ADJOURN TO REGULAR KPL BOARD MEETING:** Wendy Peck moved, and Karen Flamand seconded the motion to adjourn the Tax Levy meeting. Passed by unanimous voice vote. The meeting was adjourned at 6:45pm.

Respectfully Submitted,

Carol Werdin Alfrey  
KPLD Board Secretary

## Special Meeting – Budget and Appropriations

### Minutes

#### **Annual Budget & Appropriation Ordinance Meeting Kaneville Public Library District Tuesday, October 6, 2020 6:30 pm**

7. **CALL TO ORDER:** The Annual Budget & Appropriation Ordinance Meeting was called to order at 6:36pm by President Karen Flamand.
8. **ROLL CALL:** In attendance were Board members Karen Flamand, Carol Alfrey, Jody Springsteen, Wendy Peck, Leanne Gramley and Sheryl Behm. Kaneville Public Library Director Shayne Phillips was also in attendance.
9. **PUBLIC COMMENT:** None
10. **VOTE ON FY 20/21 BUDGET & APPROPRIATION ORDINANCE:** Carol Alfrey moved, and Jody Springsteen seconded the approval of the FY 20/21 Budget & Appropriation Ordinance as Written. Voice Vote yielded Six Yays and Zero Nays. Motion passed by unanimous roll call vote.
11. **VOTE ON CERTIFICATION OF ESTIMATED REVENUES:** Wendy Peck moved, and Karen Flamand seconded a motion to approve the Certification of Estimated Revenues as written. Voice Vote yielded Six Yays and Zero Nays. Motion passed by unanimous roll call vote.
12. **ADJOURN TO REGULAR KPL BOARD MEETING:** Karen Flamand moved and Wendy Peck seconded the motion to adjourn the B&A meeting. Passed by unanimous voice vote. The meeting was adjourned at 6:45 pm.

Respectfully submitted,

Carol Alfrey  
KPLD Board Secretary