

## Minutes

### **Regular Meeting of the Board of Trustees Kaneville Public Library District Monday, February 11, 2019**

1. CALL TO ORDER: The meeting was called to order at 5:37 pm by Vice President Karen Flamand in the Kaneville Public Library.
2. ROLL CALL: In attendance were Board members Sheryl Behm, Jody Springsteen, Karen Flamand, Leanne Gramley and Carol Alfrey. Absent were board members Annette Theobald and Wendy Peck and KPL Director Shayne Phillips. No one from the public attended.
3. ADDITIONS TO THE AGENDA: Under New Business, Outside Expense/Travel Policy 53—review and revise.
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: There were no formal public comments.
6. APPROVAL OF THE JANUARY MINUTES: Leanne Gramley moved and Sheryl Behm seconded approval of the 1/8/18 meeting minutes as presented. Passed by unanimous voice vote.
7. FINANCIAL REPORT: The financial report (attached) was shared with the Board. Everything is current except for a few newer invoices. Shayne will be purchasing award books in the coming weeks.
8. APPROVAL OF 2019 JANUARY EXPENDITURES: There were no unusual expenditures in January. Jody Springsteen moved to approve the January 2019 Expenditures; seconded by Carol Alfrey. Passed by unanimous voice vote.
9. DIRECTOR'S REPORT: Attached. KPL Director Shayne Phillips reported on library activities and statistics for January, which include circulation numbers, a summary of special program activities, the internal library calendar and a programming calendar for February. New events in February include Bullet Journaling, Arctic Adventure Family Activity, Homeschooling Science Cooking 101 and the Library After Hours Coffee and Canvas Painting Night. Plans are in the works for our Summer Reading Program.
10. OTHER COMMITTEE REPORTS:
  - Policy and Procedure: Deferred to New Business
  - Facility: We are getting a bid from Johnson Canvas in Cortland for the east entrance awning and still waiting for bids for the new circulation desk
  - Marketing/Communication: None
  - Personnel: Deferred to Closed Session

11. OLD BUSINESS:

- a. *Open Trustee Positions.* No one has completed a candidate packet for the April election. There are currently 3 positions that will be open in FY20. Leanne Gramley suggested creating a generic “Get Involved at KPL” flyer for potential board members and volunteers.
- b. *Per Capita Grant.* Grant was filed January 15, 2019.
- c. *Cleaning Contract.* The contract with Claessens was cancelled. The new contractor is Joseph Wallbaum Enterprises of Aurora. Discussed garbage and recycling options.

12. NEW BUSINESS:

- a. *Emergency Closure Policy 36* (review & revise)—Carol Alfrey moved and Leanne Gramley seconded approval of revised Policy 36 (attached). Passed by unanimous voice vote.
- b. *85<sup>th</sup> Anniversary of KPL in April.* Discussed open house, with passive book sale, cake and displays of best sellers for the past 85 years. Jody Springsteen will be on the committee to plan this.
- c. *Fundraising Plan.* Discussed book sale at Kaneville Fest, collaborating with other groups on 50-50 raffle or auction and appeal for Summer Reading.
- d. *Outside Expense/Travel Policy 53*—Jody Springsteen moved and Sheryl Behm seconded approval of Policy 53 (attached) as amended. Passed by unanimous voice vote.

13. CLOSED SESSION (AS NEEDED)

- a. 90-Day Performance Reviews. Sheryl Behm moved and Karen Flamand seconded moving to closed session at 6:32 pm. Passed by unanimous voice vote.

14. RECONVENE TO OPEN SESSION: Leanne Gramley moved and Carol Alfrey seconded reconvening to open session at 6:47pm. Passed by unanimous voice vote.

- a. Based on 90-Day performance review, Leanne Gramley moved and Sheryl Behm seconded increasing KPL Director Shayne Phillips’ wage by .50 per hour. Passed by unanimous voice vote. No other raises will be awarded until later in the fiscal year.

15. ADJOURNMENT: Jody Springsteen moved and Karen Flamand seconded adjourning the meeting. Passed by unanimous voice vote. Meeting was adjourned at 6:55 pm.

Respectfully submitted,

Carol Alfrey  
KPL Board Secretary