

Minutes

Regular Meeting of the Board of Trustees Kaneville Public Library District Tuesday, May 7, 2019

1. **CALL TO ORDER:** The meeting was called to order at 6:35 pm by Vice President Karen Flamand in the Kaneville Public Library.
2. **ROLL CALL:** In attendance were Board members Sheryl Behm, Karen Flamand, Wendy Peck and Carol Alfrey and KPL Director Shayne Phillips. Absent were Jody Springsteen and Leanne Gramley. Mary Beth Ressler from the public also attended.
3. **ADDITIONS TO THE AGENDA:** None
4. **APPROVAL OF THE AGENDA:** Wendy Peck moved, and Sheryl Behm 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 APRIL MINUTES:** Wendy Peck moved, and Sheryl Behm seconded approval of the 4/2/19 meeting minutes as presented. Passed by unanimous voice vote.
7. **APPOINTMENT OF KPL BOARD OFFICERS:** Nominees were Karen Flamand—President; Leanne Gramley—Vice President; Carol Alfrey—Secretary; Sheryl Behm—Treasurer. Elections were held by secret ballot with all nominated persons receiving 4 votes each. The board officers were thus elected unanimously.
8. **FINANCIAL REPORT:** The financial report (attached) was shared with the Board. A new CD was opened at First Secure Bank. Treasurer Sheryl Behm called ATT to lower our rate; she also contacted our online payroll vendor to renegotiate that contract. Our annual budget is due in June and will be presented at the next meeting.
9. **APPROVAL OF 2019 APRIL EXPENDITURES:** There were no unusual expenditures in April. Carol Alfrey moved to approve the April 2019 expenditures; seconded by Wendy Peck. Passed by unanimous voice vote.
10. **DIRECTOR'S REPORT:** Attached. KPL Director Shayne Phillips reported on library activities and statistics for April, which include circulation numbers, a summary of special program activities, the internal library calendar and a programming calendar for May. Events in May include a late-night bookend painting activity and the adult book club. The Summer Reading Program (for all ages) kicks off on Wednesday, June 12. Donation letters went out earlier in the month and we have received several donated prizes from corporate sponsors. Katie is back temporarily, working a few hours per week. We have had quite a few applicants for the library associate position. Hope to have new staff hired in May in time for Summer Reading.

11. OTHER COMMITTEE REPORTS:

- Policy and Procedure: Discussed the need for safety procedures and doing the ALICE training.
- Facility: Karen Flamand is working on the circulation desk plan and has contacted Brian Vaughn and Lowes for a bid. It was suggested that Karen also contact Mike Stover regarding the circ desk. New pictures (kids' area) and chairs (kids and adult areas) have been purchased. Shayne mentioned that we will need a new scanner.
- Marketing/Communication: None
- Personnel: None

12. OLD BUSINESS:

- a. *Open Trustee Positions*. Mary Beth Ressler is interested in filling the vacancy left by Annette Theobald's retirement in September.
- b. *85th Anniversary in April*. Had a great turnout for the Anniversary event. Collected some new email addresses and sold lots of books! Thanks to all who helped that day.
- c. *Renovation*. Discussed the possible need to re-do the electrical as part of the new circulation desk construction.

13. NEW BUSINESS:

- a. None; Tabled review of Policies 11,12 and 29 until we can review the bylaws and examine the contents of the Safe Deposit Box.

14. ADJOURNMENT: Carol Alfrey moved, and Wendy Peck seconded adjourning the meeting. Passed by unanimous voice vote. Meeting was adjourned at 7:35pm.

Respectfully submitted,

Carol Alfrey
KPL Board Secretary