

## Minutes

### **Regular Meeting of the Board of Trustees Kaneville Public Library District Tuesday, August 6, 2019**

1. CALL TO ORDER: The meeting was called to order at 6:37 pm by President Karen Flamand in the Kaneville Public Library.
2. ROLL CALL: In attendance were Board members Karen Flamand, Sheryl Behm, Leanne Gramley, Jody Springsteen, and Carol Alfrey as well as KPLD Director Shayne Phillips. Trustee Wendy Peck was absent.
3. ADDITIONS TO THE AGENDA: None
4. APPROVAL OF THE AGENDA: Jody Springsteen moved and Leanne Gramley 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 JULY MINUTES: Jody Springsteen moved and Sheryl Behm seconded approval of the 7/9/19 minutes as corrected. Passed by unanimous voice vote.
7. FINANCIAL REPORT: The financial report (attached) was shared with the Board. Sheryl will draft the Budget and Appropriation Ordinance for review next month. She will also set up Shayne as a user on QuickBooks. All the new officers signed new signature cards for Old Second Bank.
8. APPROVAL OF 2019 JULY EXPENDITURES: There were no unusual expenditures in July. Carol Alfrey moved to approve the July 2019 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 statistics for July, which included circulation numbers, a summary of special program activities, the internal library calendar and a programming calendar for August and September. Shayne is working on the IPLAR (IL Public Library Annual Report). Karen will help her with the capital needs assessment and Sheryl will help with the expenditure portion of the report. Shayne will submit the report by September 1. Astrid has resigned as clerk; Jean Langlais will lead the Book Club in her place (in August) as well as doing preschool story hour (starting in September).
10. OTHER COMMITTEE REPORTS:
  - Policy and Procedure: None
  - Facility: Shayne and Karen will draft a landscaping plan for the east entrance.
  - Marketing/Communication: Book Sale scheduled for Saturday, August 24 during regular library hours (10-2). Set up will begin after August 12.
  - Personnel: None
11. OLD BUSINESS:

- a. *Renovation.* Karen ordered the large shelf for the Junior non-fiction; she has not gotten a bid yet from Scott Hofmann. Karen will also take the circulation desk plans to Menards.

12. NEW BUSINESS:

- a. *Board Training Tasks:*
  1. *Review Chapter 3—Personnel in IL Library Standards.* Shayne will bring this for board in-service training at the September meeting.
  2. *Review Chapter 11—Appendices of the Trustee Fact Files 3<sup>rd</sup> Edition.* Will do as in-service training at the September meeting.
  3. *Complete at least 1 online education opportunity focusing on organizational management.* Shayne will bring this for in-service training at the October meeting.
  4. *Digital Public Library and IL Digital Archives.* Shayne will present information about these entities at the October Board meeting.
- b. *Upcoming deadlines:*
  1. *Friday August 16*—Last day for Secretary to file certificate with County Clerk and IL State Librarian listing names and addresses of KPLD Board members & officers. Sheryl will look into this.
  2. *Monday August 26*—Last day to make tentative budget and appropriation ordinance available for public inspection and publish notice for hearing. Sheryl will draft the ordinance.
  3. *Friday August 30*—Last day for treasurer to file a sworn, detailed and itemized statement of all receipts and expenditures of any character for preceding 6 months and showing names, addresses, positions and salaries of every employee. Sheryl will do this.
  4. *Friday August 30*—Last day for library to authorize payment of obligation incurred in prior fiscal year with funds from that in amounts up to 20% of those appropriations.
  5. *September 1*—IPLAR Report deadline. Shayne will submit this report.
  6. *September 1*—last day to prepare and file written report including Secretary's audit, boundary changes, outstanding liabilities and bond, etc. to State Librarian. Carol will make sure all in place for the Secretary's audit.
  7. *September 24*—Last day for Board to enact a budget and appropriation ordinance which shall be published. The Ordinance will be included in the September meeting.
  8. *September 28*—Last day for audit of the records kept by the Board's secretary to be filed.
  9. *September 30*—Last day to pay obligation incurred in prior fiscal year with funds from that year in amounts up to 20% of those appropriations.
  10. *September 30*—Last day to transfer unexpected funds from prior fiscal year to Special Reserve Fund.

13. CLOSED SESSION: None

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

Respectfully submitted,

Carol Alfrey  
KPLD Board Secretary