

Minutes

Regular Meeting of the Board of Trustees Kaneville Public Library District Tuesday, September 10, 2019

1. CALL TO ORDER: The meeting was called to order at 6:45 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, Wendy Peck 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 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 AUGUST MINUTES: Jody Springsteen moved and Sheryl Behm seconded approval of the 8/6/19 minutes as corrected. Passed by unanimous voice vote.
7. FINANCIAL REPORT: The financial report (attached) was shared with the Board. The book sale figures will be reflected in the October financial report.
8. APPROVAL OF 2019 AUGUST EXPENDITURES: There were no unusual expenditures in August. Carol Alfrey moved to approve the August 2019 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 statistics for August, which included circulation numbers, a summary of special program activities, the internal library calendar and a programming calendar for September and October, including an adult felting activity on October 25 (cost \$10; by Natasha from Esther's Place). Shayne has submitted the IPLAR (IL Public Library Annual Report). A large display case, which will remain in the hall, was donated to the library. A third part-time clerk has been interviewed, bringing the number of part-time clerks to 3. They are currently working about 8 hours per week each.
10. OTHER COMMITTEE REPORTS:
 - Policy and Procedure: See New Business.
 - Facility: Discussed the need for better lighting at the east entrance and the possibility of a Com Ed grant to upgrade the interior library lights.
 - Marketing/Communication: None
 - Personnel: None
11. OLD BUSINESS:
 - *Renovation*: Karen Flamand shared plans for the circulation desk (from Menards) as well as a countertop option. She will bring more countertop samples for the board to look at.

The desk has been ordered; it will take 4-5 weeks to arrive. Total cost for the cupboards and desk is \$8604.83; the countertop will cost \$1934. The new wooden shelves for the junior area are on their way.

- *Audit of records kept by Board Secretary:* Karen has done this and verified it on IPLAR.

12. NEW BUSINESS:

- Review of Policy 48a-c.* The Board. discussed raising the maximum number of hours the library director can work each week from 33 to 36 (Policy 48a). It was so moved by Leanne Gramley and seconded by Carol Alfrey. Approved by unanimous voice vote. There was no change for policies 48b or c.
- Registration for IL Library Association Conference.* Shayne applied for and received a grant that would pay all of her expenses for this conference in October. Jody Springsteen moved and Karen Flamand seconded permission for Shayne to attend the conference.
- Board Training Tasks:*
 - Review Chapter 3—Personnel in IL Library Standards.* Shayne will bring the checklist for board review at the October meeting.
 - Review Chapter 11—Appendices of the Trustee Fact Files 3rd Edition.* The board will need to do this on their own prior to the October meeting.

13. CLOSED SESSION: None

14. ADJOURNMENT: Wendy Peck 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