

Minutes

Regular Meeting of the Board of Trustees Kaneville Public Library District Tuesday, February 4, 2020

1. CALL TO ORDER: The meeting was called to order at 6:32 pm by President Karen Flamand in the Kaneville Public Library.
2. ROLL CALL: In attendance were Board members Karen Flamand, Leanne Gramley, Sheryl Behm, Jody Springsteen, Wendy Peck and Carol Alfrey as well as KPLD Director Shayne Phillips. Kaneville resident Karen Lake was also in attendance.
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: Karen Lake is considering becoming a board member. Karen Flamand gave her some materials about board membership.
6. APPROVAL OF THE JANUARY MINUTES: Jody Springsteen moved and Leanne Gramley seconded approval of the 1/7/20 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. W2s and 1099s are done.
8. APPROVAL OF 2020 JANUARY EXPENDITURES: There were no unusual expenditures in January. Monthly expenditures average about \$7000. Carol Alfrey moved to approve the January 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 January, which included circulation numbers, a summary of special program activities, the internal library calendar and a programming calendar for January-March. The staff is offering morning and afternoon story hours, drop in Valentine and other craft projects as well as the adult book club. We will be co-hosting a WWI event with the Historical Society on Saturday, March 7 at 1pm. Terry Lynch will be the speaker. Shayne is retyping all the policies and will be selecting policies for review each month through June. She also reviewed the functions of RAILS, SWAN and EBSCO.

The library is still not accepting book donations. Some of our excess books will be going to Thriftbooks; others to book recycling in the spring. Shayne also shared a Year End in Review graphic that was quite impressive. Nearly 7540 items were checked out and 70 new and renewed library cards were processed in 2019. There were almost 4,758 patron visits; 136 computer sessions and 325 people attended 48 programs. The library was open over 1500 hours last year.

10. OTHER COMMITTEE REPORTS:

- Policy and Procedure: See New Business.
- Facility: See Old Business below.
- Marketing/Communication: Leanne Gramley went to Lunch Bunch to get suggestions from the patrons about how the Library could better serve them. It was suggested that the Library show a movie on the 3rd meal of the month (February, April, July, September and December).
- Personnel: None

11. OLD BUSINESS:

- a. *Com Ed lighting update*: Shayne has the invoice. Cost will be \$2893; we are told it will take about 3 years for the upgrade to pay for itself in savings.
- b. *East entrance landscaping*. No update.
- c. *Per Capita Grant*: Submitted
- d. *Statement of Economic Interest*: Submitted

12. NEW BUSINESS

- a. *Review and update of Policy 22 Policy Dissemination (22 now contains both old Policy 22 and 23)*. Sheryl Behm moved to approve the changes as presented. Wendy Peck seconded; passed by unanimous voice vote.
- b. *Review and update of Policy 27 Circulation Procedure*: tabled until next meeting.
- c. *Review and update of Policy 37 Legal Holiday Closure Schedule*: Updated to add Labor Day. Wendy Peck moved to approve the changes as presented. Sheryl Behm seconded; passed by unanimous voice vote.
- d. *Workspace for projects*: We discussed moving some of the items from the library storage room to the downstairs storeroom to make space for a work area out of public view. Items that are used only once a year like decorations were suggested.

13. CLOSED SESSION: None

14. ADJOURNMENT: Leanne Gramley moved, and Karen Flamand seconded adjourning the meeting. Passed by unanimous voice vote. Meeting was adjourned at 7:38 pm.

Respectfully submitted,

Carol Alfrey
KPLD Board Secretary