

Minutes

Regular Meeting of the Board of Trustees Kaneville Public Library District Tuesday, January 7, 2020

1. **CALL TO ORDER:** The meeting was called to order at 6:35 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.
3. **ADDITIONS TO THE AGENDA:** Added Certification of Majority Vote for Annual Report to the Comptroller as agenda item 8.
4. **APPROVAL OF THE AGENDA:** Jody Springsteen moved and Leanne Gramley 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 DECEMBER MINUTES:** Wendy Peck moved and Jody Springsteen seconded approval of the 12/3/19 levy meeting minutes. Passed by unanimous voice vote. Jody Springsteen moved and Wendy Peck seconded approval of the 12/3/19 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. We have 3 new CDs (4 all together), approximately \$15,000 each. We are overbudget on renovations, so any major purchases will need to wait until next fiscal year.
8. **APPROVAL OF 2019 DECEMBER EXPENDITURES:** There were no unusual expenditures in December. Carol Alfrey moved to approve the December 2019 expenditures; seconded by Jody Springsteen. Passed by unanimous voice vote.
9. **APPROVAL OF CERTIFICATION OF MAJORITY VOTE FOR ANNUAL REPORT:** Leanne Gramley moved and Karen Flamand seconded approval of the certification of majority vote for the annual report. Passed by unanimous roll call vote.
10. **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 Christmas Open House was a big success. The staff will be offering morning and afternoon story hours, drop in craft projects as well as the adult book club. Shayne will be presenting select policies for review each month through June. The library is not accepting book donations until further notice. We have no place to adequately store and process these donations. Shayne is looking into whether we can sell some of the recent donations through ThriftBooks.

11. OTHER COMMITTEE REPORTS:

- Policy and Procedure: None.
- Facility: See old business below.
- Marketing/Communication: Discussed trying to get more Facebook visibility.
- Personnel: None

12. OLD BUSINESS:

- a. *Com Ed lighting update*: No payments have been made to date.
- b. *East entrance landscaping*. Met with Eagle Scout and parent to look at plan; he is trying to determine what is feasible and where he can get donations. The Township has approved the plan as it currently exists.
- c. *Strategic Plan*: Review as needed.

13. NEW BUSINESS

- a. *Meeting Time*: No changes will be made at this time. Can revisit as we set the meeting times for FY21.

14. CLOSED SESSION: None

15. ADJOURNMENT: Leanne Gramley moved, and Karen Flamand seconded adjourning the meeting. Passed by unanimous voice vote. Meeting was adjourned at 7:40 pm.

Respectfully submitted,

Carol Alfrey
KPLD Board Secretary