

Minutes

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

1. CALL TO ORDER: The meeting was called to order at 6:34 pm by President Karen Flamand.
2. ROLL CALL: In attendance were Board members Karen Flamand, Leanne Gramley, Sheryl Behm, Jody Springsteen, and Carol Alfrey as well as KPLD Director Shayne Phillips. Wendy Peck was absent.
3. ADDITIONS TO THE AGENDA: None
4. APPROVAL OF THE AGENDA: Leanne Gramley moved, and Jody Springsteen seconded approval of the agenda as presented. This passed by unanimous voice vote.
5. PUBLIC COMMENTS: None
6. APPROVAL OF THE JUNE MINUTES: Sheryl Behm moved and Leanne Gramley seconded approval of the 6/2/20 board meeting minutes as amended. 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 ended the fiscal year under budget and received additional tax money in June. One more CD will mature this month. We purchased a new laptop for director Shayne Phillips.
8. APPROVAL OF JUNE 2020 EXPENDITURES: There were no unusual expenditures in June. Carol Alfrey moved to approve the June 2020 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 the programming calendar for July-September. Summer reading is in full swing with over 4000 minutes read by kids and over 40 books read by adults so far. Number of patrons and check-outs continue to increase as we return to in-person service. Interlibrary loans are now available. Shayne reminded us that FOIA training must be renewed annually and IPLAR is due September 1. The Budget and Appropriation ordinance is due September 22. The audit of secretary minutes must also be completed by September 28. The library will have a blow-out book sale in August, with all books that fit in a bag for \$1.
10. COMMITTEE REPORTS:

Karen Flamand distributed descriptions of the subcommittees for review. These will be discussed and finalized at the August meeting.

 - Policy and Procedure: No report
 - Facility: See Old Business
 - Outreach: See Director's report

- Personnel: Shayne Phillips has conducted performance reviews with clerks; Karen Flamand met with Shayne to do her evaluation.
- Finance: No report

11. OLD BUSINESS:

- a. *East entrance landscaping*: No update. The Eagle Scout needs to present a budget and proposal to the Scout Board before this can proceed.

12. NEW BUSINESS

- a. *Trustee Training*: Shayne will keep us updated on available training.
- b. *Election Day library closing*: Discussed the need to close on Election Day; agreed that the library will remain open unless told that we must be closed.

13. CLOSED SESSION: Jody Springsteen moved, and Leanne Gramley seconded moving to closed session to discuss performance reviews and staff raises at 7:35 pm. Passed by unanimous voice vote.

14. RECONVENE: Carol Alfrey moved, and Leanne Gramley seconded reconvening at 7:48. Passed by unanimous voice vote.

15. PERFORMANCE REVIEWS/RAISES: Jody Springsteen moved, and Carol Alfrey seconded moving the clerk base pay to \$11.50 per hour. Passed by unanimous voice vote. Sheryl Behm moved, and Leanne Gramley seconded that current clerks be given a \$.50 per hour raise, making their hourly rate \$12.00. Passed by unanimous voice vote. Jody Springsteen moved, and Sheryl Behm seconded raising the library director's pay by \$1.00 per hour, from \$17.50 to \$18.50 per hour. Passed by unanimous voice vote.

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

Respectfully submitted,

Carol Alfrey
KPLD Board Secretary