

Minutes

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

1. CALL TO ORDER: The meeting was called to order at 6:40 pm by President Karen Flamand.
2. ROLL CALL: In attendance were Board members Karen Flamand, Wendy Peck, Jody Springsteen, and Carol Alfrey as well as KPLD Director Shayne Phillips. Sheryl Behm and Leanne Gramley were absent.
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: None
6. APPROVAL OF THE JULY MINUTES: Jody Springsteen moved and Wendy Peck seconded approval of the 7/7/20 board meeting minutes as presented. 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. Will need to prepare the Budget and Appropriation Ordinance in September. Deadline is September 22.
8. APPROVAL OF JULY 2020 EXPENDITURES: There were no unusual expenditures in July. Carol Alfrey moved to approve the July 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 August-September. Summer reading concluded with 113 books and over 6,700 minutes read. Check out numbers are returning to more normal numbers, with 493 checkouts in July. Shayne reminded us that FOIA training must be renewed annually. She is working on the IPLAR, which 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 perpetual book sale in August, with all books that fit in a bag for \$1. Looking to send out some promotional information to area residents in late August/early September encouraging people to sign up for or renew their library cards.
10. COMMITTEE REPORTS:
 - Policy and Procedure: No report
 - Facility: Eagle scout needs two more committee approvals before he can start work on the east entrance landscaping. He hopes to complete the project by October.
 - Outreach: See Director's report
 - Personnel: No report.

- Finance: No report

11. OLD BUSINESS:

- a. *Committee Descriptions & Meeting schedule*: Karen Flamand distributed updated descriptions of the subcommittees. Shayne will review and we will finalize them at the September meeting.
- b. *Trustee Training*: See Director's report re: FOIA training. It is available online.

12. NEW BUSINESS

- a. *Blood Drive*: August 13 1-5pm. 24 slots are available. The bloodmobile will be parked behind the community center.

13. CLOSED SESSION: None

14. ADJOURNMENT: Jody Springsteen moved, and Wendy Peck seconded adjourning the meeting. Passed by unanimous voice vote. Meeting was adjourned at 7:20 pm.

Respectfully submitted,

Carol Alfrey
KPLD Board Secretary