

## Minutes

### **Regular Meeting of the Board of Trustees Kaneville Public Library District Tuesday, December 1, 2020**

1. CALL TO ORDER: The meeting was called to order at 6:36 pm by Karen Flamand.
2. ROLL CALL: In attendance were Board members Karen Flamand, Wendy Peck, Jody Springsteen, Sheryl Behm, Leanne Gramley and Carol Alfrey as well as KPLD Director Shayne Phillips.
3. ADDITIONS TO THE AGENDA: None
4. APPROVAL OF THE AGENDA: Leanne Gramley moved, and Karen Flamand seconded approval of the agenda as presented. This passed by unanimous voice vote.
5. PUBLIC COMMENTS: None
6. APPROVAL OF THE NOVEMBER MINUTES: Sheryl Behm moved and Jody Springsteen seconded approval of the 11/3/20 Levy meeting minutes as presented. Passed by unanimous voice vote. Jody Springsteen moved and Sheryl Behm seconded approval of the 11/3/20 regular 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 received additional property tax monies.
8. APPROVAL OF NOVEMBER 2020 EXPENDITURES: There were no unusual expenditures in November. Wendy Peck moved to approve the November 2020 expenditures; seconded by Jody Springsteen. 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 December-January. All December "to-do's" have been done. The Book Club will reconvene via Zoom in early December and discuss *The 100-Year Old Man Who Climbed Out the Window and Disappeared* by Jonas Jonasson. Staff are providing themed Make & Take crafts for children, which have been very popular. The number of material check-outs increased significantly in November. Per RAILS, books continue to be quarantined for 3 days. Planning to stay with appointments and curbside pick up through December, which has been working well.
10. COMMITTEE REPORTS:
  - Policy and Procedure: No report
  - Facility: See Old Business
  - Outreach: No report
  - Personnel: Discussed Christmas bonuses; Carol Alfrey moved, and Leanne Gramley seconded a proposal to provide staff bonuses in the same amounts as last year. Passed by unanimous voice vote.
  - Finance: No report

11. OLD BUSINESS:

- a. *Landscaping project*: Shayne met with Eagle Scout Ace, his mentor and Leanne Gramley. He is back on track for doing the landscaping project in the spring. There may be a few changes to the drawing he received, but he will get those changes approved. Ace will be fundraising in January-March and should start the project in late March/early April.
- b. *Board election*: Carol Alfrey and Karen Flamand have been sent the petitions for office and are getting signatures. Need to check to see if an appointment is needed to turn them in at the County.

12. NEW BUSINESS

- a. *Serving Our Public Standards for IL Libraries 4.0*: Chapters 1&2.
  1. Chapter 1. Major concerns include updating the disaster plan (work with local fire chief and deputy sheriff) and reviewing collection development/management, personnel, and technology policies. The other core standard to be addressed involves evaluating whether the library facility, collections and services are meeting the needs of the community. This may be done with a short survey.
  2. Chapter 2. Concerns in Chapter 2 include reviewing the library's mission statement; developing a succession plan for the director position; creating new trustee orientation; and developing procedures/timelines for destroying records and identifying options that ensure confidential destruction. Kim Wendling would be a good resource for this.
  3. Priorities: 1. Updating contacts/procedures for the disaster plan (Shayne will take the lead on this). 2. Create a trustee orientation binder (Karen Flamand will take the lead on this) 3. Look at policies (Shayne, Carol Alfrey and Jody Springsteen will look at this over the winter). As time permits, Shayne will also draft a succession plan and explore options for records disposal.
- b. *Phone System*: There have been some problems with the phone. Not sure if it is just the phone or the phone lines. Need to bring in another phone to test it.
- c. *Book Recycling*: Still need help taking books to recycling or other venues. Can take to the recycling facility on Fabyan Parkway any time. We also need more boxes.

13. CLOSED SESSION: None

14. ADJOURNMENT: Carol Alfrey moved, and Sheryl Behm seconded adjourning the meeting. Passed by unanimous voice vote. Meeting was adjourned at 7:43 pm.

Respectfully submitted,

Carol Alfrey  
KPLD Board Secretary