

Minutes

Regular Meeting of the Board of Trustees Kaneville Public Library District Tuesday, January 8, 2019

1. CALL TO ORDER: The meeting was called to order at 6:35 pm by President Annette Theobald in the Kaneville Public Library.
2. ROLL CALL: In attendance were Board members Annette Theobald, Sheryl Behm, Jody Springsteen, Karen Flamand, Leanne Gramley and Carol Alfrey and KPL Director Shayne Phillips. Absent was Wendy Peck. No one from the public attended.
3. ADDITIONS TO THE AGENDA: None
4. APPROVAL OF THE AGENDA: Karen Flamand moved and Sheryl Behm seconded approval of the agenda as presented. This passed by unanimous voice vote.
5. PUBLIC COMMENTS: There were no formal public comments.
6. APPROVAL OF THE DECEMBER MINUTES: Sheryl Behm moved and Jody Springsteen seconded approval of the 12/4/18 meeting minutes as presented. Passed by unanimous voice vote.
7. FINANCIAL REPORT: The financial report (attached) was shared with the Board. Sheryl Behm filed the financial report to the IL Comptroller on 12/18/18; she also updated the library's economic interest form to include all KPL Board members on 1/3/19. Sheryl also noted that when the CD matures in March, we will add money to make it \$15,000 and be looking for a better interest rate. Karen Flamand checked with Town and Country Library and it was determined that Ordinance 2018-101 is not required.
8. APPROVAL OF 2018 DECEMBER EXPENDITURES: There were no unusual expenditures in December. Karen Flamand moved to approve the December 2018 Expenditures; seconded by Carol Alfrey. Passed by unanimous voice vote.
9. DIRECTOR'S REPORT: Attached. KPL Director Shayne Phillips reported on library activities and statistics for December, which include circulation numbers, a summary of special program activities, the internal library calendar and a programming calendar for January. They are currently weeding out DVDs and have ordered new magazines based on patron interest. Magazines are being ordered through Amazon; this will save approximately \$600. Two grants are due soon—the Per Capita Grant and the Small Libraries Grant (see report). Shayne also revised the Holiday Schedule (attached), eliminating both Columbus Day and President's Day. Thanksgiving break will consist of Thanksgiving and the following Friday. The Summer Reading theme is The Universe of Stories. The Board was encouraged to attend the upcoming Vision Board and Family Game Day events.
10. OTHER COMMITTEE REPORTS:
 - Policy and Procedure: Deferred to New Business
 - Facility: We are getting a bid from Johnson Canvas in Cortland for the east entrance awning.
 - Marketing/Communication: Leanne Gramley mentioned an Eagle Scout in her son's troop who needs to complete 8 hours of community service with the same organization for a badge. Shayne has work that he can do; Leanne will give him the Shayne's contact information.

- Personnel: Shayne has conducted 90-day evaluations of both library assistant Astrid Larsen and Youth Coordinator Katie Kulakowski. Karen Flamand and Sheryl Behm will conduct Shayne's 90-day evaluation.

11. OLD BUSINESS:

- a. *Open Trustee Positions*. No one has completed a candidate packet for the April election. There are currently 3 positions that will be open in FY20.

12. NEW BUSINESS:

- a. Emergency Closure Policy 36 (review & revise)—after reviewing the current policy, it was decided that it needed to be revised to specify how closures are determined and whether staff is paid for their hours during an emergency closure. Tabled until February.
- b. Dress Code Policy 47 (revised)—Shayne presented revised policy. Jody Springsteen moved and Leanne Gramley seconded approval of the revised policy. Passed by unanimous voice vote.
- c. Computer Use Policy 54 (revised)—Shayne presented revised policy. Jody Springsteen moved and Sheryl Behm seconded approval of the revised policy. Passed by unanimous voice vote.
- d. 2019 Board Meeting Calendar---Jody Springsteen moved and Leanne Gramley seconded the 2019 meeting schedule as amended. Passed by unanimous voice vote. Attached.
- e. Cleaning contract----Securing a bid from Joe Wallbaum to compare to current contract.
- f. Library Hours----As long as the additional hour works with the staff schedule, the Monday library hours will change from 10am-6pm to 10am-7pm. This will make all of our evening hours consistent during the week. Motion by Carol Alfrey; seconded by Karen Flamand. Passed by unanimous voice vote.
- g. Per Capita Grant----Karen Flamand reminded the Board that all members are required to read chapters 6-10 of the Trustee Facts File for IL Libraries and Chapter 8 of the Standards for IL Public Libraries. She also recommended two online trainings: Beyond Assistive Technology: Improving Library Services to People with Disabilities and Serving Patrons with Dementia. Links to all of these resources have been sent to each Board member.

13. CLOSED SESSION (AS NEEDED) None

14. ADJOURNMENT: Jody Springsteen moved and Leanne Gramley seconded adjourning the meeting. Meeting was adjourned at 8:08 pm.

Respectfully submitted,

Carol Alfrey
KPL Board Secretary