

## Minutes

### **Regular Meeting of the Board of Trustees Kaneville Public Library District Tuesday, August 1, 2023**

1. **CALL TO ORDER:** The August KPLD Board of Trustees meeting was called to order at 6:35 pm, by President Karen Flamand.
2. **ROLL CALL:** In attendance were Board members Karen Flamand, Jody Springsteen, Leanne Gramley, Sheryl Behm, Wendy Peck, Jean Blazey and Carol Alfrey. Director Shayne Phillips was also in attendance.
3. **ADDITIONS TO THE AGENDA:** None.
4. **APPROVAL OF THE AGENDA:** Jody Springsteen moved, and Wendy Peck seconded approval of the agenda as presented. This passed by unanimous voice vote.
5. **PUBLIC COMMENTS:** None
6. **APPROVAL OF THE JUNE BOARD MEETING MINUTES:** Sheryl Behm moved, and Wendy Peck seconded approval of the June Board Meeting minutes as presented. Passed by unanimous voice vote.
7. **FINANCIAL REPORT:** The financial report (attached) was shared with the Board. All bills have been paid. Sheryl has opened CD, savings and checking accounts at Resource Bank in Kaneville. She will be slowly moving money from Old Second. She also noted that we ended the fiscal year within budget.
8. **APPROVAL OF JUNE AND JULY 2023 EXPENDITURES:** There were no unusual expenditures in June and July. Carol Alfrey moved to approve the June and July 2023 expenditures; seconded by Jean Blazey. Passed by unanimous voice vote.
9. **DIRECTOR'S REPORT:** Attached. KPLD Director Shayne Phillips submitted her report on library activities and the board calendar for August-September. In July, patrons checked out 587 materials and we had 441 visitors. We also registered/renewed 6 patrons. Discussed the need for yard signs for the book sale and changing the adult project night to Friday in October. Shayne requested permission to purchase an older model iPad in August for use with social media and digital newsletter posts. Verbal permission was granted. Discussed ideas for increasing donations to summer reading programs, including providing addressed, return envelopes.
10. **COMMITTEE REPORTS:**
  - Policy and Procedure: See New Business
  - Facility: talked about putting a quotation above the computer desks. Perhaps solicit suggestions from patrons. Shayne will also investigate how to hang the events sign at the east entrance.
  - Personnel: No report
  - Outreach: No report.

- Finance: See Financial Report

10. OLD BUSINESS

- a. *Board Policy Manual*. Shayne has updated the manual.
- b. *Decennial Meeting*. Will change the meeting from September to October as we will be conducting the Annual Budget & Appropriations (B&A) meeting in September.

11. NEW BUSINESS:

- a. *Review Policy 23*. Determined that no changes needed to be made.

12. CLOSED SESSION: None

13. ADJOURNMENT: Sheryl Behm moved, and Leanne Gramley seconded adjourning the meeting; passed by unanimous voice vote. The meeting was adjourned at 7:18 pm.

Respectfully submitted,



Carol Alfrey, KPLD Board Secretary