

## Minutes

### **Regular Meeting of the Board of Trustees Kaneville Public Library District Tuesday, September 3, 2024**

1. CALL TO ORDER: The September KPLD Board of Trustees meeting was called to order at 6:56 pm, by President Karen Flamand.
2. ROLL CALL: In attendance were Board members Karen Flamand, Jody Springsteen, Sheryl Behm, Wendy Peck, Jean Blazey, and Carol Alfrey. Director Shayne Phillips was also in attendance. Leanne Gramley was absent.
3. ADDITION TO THE AGENDA: Certification of Annual Financial Report to the State was added to the agenda after Approval of the August 2024 Expenditures.
4. APPROVAL OF THE AGENDA: Jody Springsteen moved, and Jean Blazey seconded approval of the agenda as amended. This passed by unanimous voice vote.
5. PUBLIC COMMENTS: None
6. APPROVAL OF THE AUGUST BOARD MEETING MINUTES: Sheryl Behm moved, and Karen Flamand seconded approval of the August 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. When the CD from Edward Jones matures, it will be moved to Resource Bank. There was also discussion about moving some additional money from the savings and checking accounts into a CD to earn more interest.
8. APPROVAL OF AUGUST 2024 EXPENDITURES: There were no unusual expenditures in August. Wendy Peck moved to approve the August 2024 expenditures; seconded by Jody Springsteen. Passed by unanimous voice vote.
9. CERTIFICATION OF ANNUAL FINANCIAL REPORT TO THE STATE: Sheryl Behm presented the Annual Financial Report to be submitted to the state for review. Carol Alfrey moved, and Wendy Peck seconded approving the report as presented. Roll call voice vote resulted in 6 Yea, 0 Nay 1 Absent. Passed unanimously.
10. DIRECTOR'S REPORT: Attached. KPLD Director Shayne Phillips submitted her report on library activities and the board calendar for September-October. September is Library Card Sign up Month and we're hoping to hit 100 new or renewed cards this year. So far, we have signed up or renewed 56! In conjunction with Library Card Sign up month, we will be participating in the DNR Sponsored Smokey the Bear Reading challenge. Shayne is preparing Beanie Baby reading buddies for participants. We have severed our ties with Helping Hand IT and ReadyRefresh (bottled water) and are using Tech Soup for our Microsoft subscription and Hinckley Springs for water. In August, patrons checked out 482 materials and we had 503 visitors. We also had 30 digital checkouts with Boundless (10

eBooks and 20 e-Audiobooks). Reminded Carol Alfrey and Karen Flamand about election deadlines.

11. COMMITTEE REPORTS:

- Policy and Procedure: Will need to look at two policies before the next Board meeting: Remote attendance and Outside meetings. Shayne will schedule this.
- Facility: None
- Personnel: None
- Outreach: Wendy Peck will take Library Card Sign up posters to Harter Middle School.
- Finance: B&A completed
- Strategic Planning: The committee will meet to review the draft of the Strategic Plan, which will be presented at the October meeting.

12. OLD BUSINESS:

- a. *Telecommunication Options*. The library has officially switched phone and fax lines to Mediacom.
- b. *Kaneville Fest*. Carol Alfrey set up and Jean Blazy staffed the Book Sale. No one attended the special story hour that was offered that day. Discussion about new years participation in the event. Will continue to the a book sale, but will need to reconsider doing any events that require extra staffing.

13. NEW BUSINESS:

- a. None

12. CLOSED SESSION: None

13. ADJOURNMENT: Wendy Peck moved, and Jean Blazey seconded adjourning the meeting; passed by unanimous voice vote. The meeting was adjourned at 7:29pm.

Respectfully submitted,

Carol Alfrey, KPLD Board Secretary