

Coal City Public Library District

Regular Board Meeting

February 9, 2016

**CALL TO ORDER**

President Lois Phillips called the regular monthly meeting of the Coal City Public Library District Board of Trustees to order at 6:30 p.m.

**ROLL CALL**

Recording Secretary called the roll.

Trustees present

Jill Ames	Lois Phillips
Nancy DeAngelo	Steve Smith
Renee McLuckie	Ruth Tomlinson

Trustees absent

Karla Kuriger

Others present

Jolene Franciskovich, Director  
Leah Bill, Assistant Director  
La'Rae Flynn, Recording Secretary

**CORRECTIONS TO AGENDA**

**None**

**CONSENT AGENDA**

1. January 12, 2016 Regular Board Meeting Minutes (action item)
2. Action of Bills (action item)

Motion by Smith and second by Ames to

**Approve consent agenda items 1) January 12, 2016 Regular Board Meeting Minutes  
2) Action of Bills**

Motion carried by roll call vote.

Ayes: DeAngelo, Smith, Tomlinson, Ames, McLuckie, Phillips

Nays: None

Absent: Kuriger

Abstain: None

## **CORRESPONDENCE**

None

## **PUBLIC COMMENT**

None

## **TREASURER'S REPORT**

Treasurer Renee McLuckie presented a written treasurer's report (attached). The report will be filed for audit.

## **DIRECTOR'S PROGRESS AND SERVICE REPORT**

Director Jolene Franciskovich submitted the director's report, which included the statistics for January (attached).

## **STANDING COMMITTEE REPORT**

### **Policy Committee**

Policy Committee reported proposed updates to the Employee Handbook and Reference Policy. Board will review before next month's meeting.

### **Building and Grounds Committee**

Building and Grounds Committee reported recent building improvements and maintenance that has been completed including exterior lighting, digital thermostats, faucet and sink replacement in the staff kitchen, fire pump alarm, and vestibule heat. The committee also reported that the library director will be researching a lighting plan to look for more efficient alternatives for the library's lighting.

## **NEW BUSINESS**

### **Space Needs Assessment**

The board discussed the Space Needs Assessment the library director had submitted at the January meeting. While the board expressed concerns about outsourcing programs and the double use of space, they agreed that no action needed to be taken at this time and instructed the library director to submit a new Space Needs Assessment in five years or sooner if circumstances deem necessary.

### **Library Board Evaluation**

The board reviewed the Library Board Evaluation of Meetings to assess the board meeting process. Trustees discussed results of data compiled by the Board President from the evaluation. The trustees were also given a handout to monitor their own participation in board meetings.

### **Short Takes for Trustees**

A Short Takes for Trustees by United Libraries program, "Board Meetings", was completed as part of the trustees' continuing education. Topics discussed included the role of the board president to facilitate meetings to allow fairness to all members, the proper protocol for executive sessions, and the importance of following parliamentary procedures.

### **ANNOUNCEMENTS**

March 2                      Deadline for Agenda  
March 8                      Regular monthly meeting of the Coal City Public Library District  
   at 6:30 p.m., Irving Street Annex, 70 N. Irving Street, Coal City

### **ADJOURNMENT**

Motion by DeAngelo and second by McLuckie that

**The Board adjourn the February 9, 2016 regular board meeting**

Motion carried by a roll call vote.

Ayes: Ames, McLuckie, DeAngelo, Smith, Tomlinson, Phillips

Nays: None

Absent: Kuriger

Abstain: None

Meeting was adjourned at 7:18 p.m.

Signature: \_\_\_\_\_ March 8, 2016

Steve Smith, Secretary