

Coal City Public Library District
Regular Board Meeting
October 10, 2017

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

Assistant Director called the roll.

Trustees present:

Jill Ames	Lois Phillips
Nancy DeAngelo	Steve Smith
Renee McLuckie	

Trustees absent:

Carol Crawford
Ruth Tomlinson

Others present:

Jolene Franciskovich, Director
Leah Bill, Assistant Director
Sherri Balegno, Co-Head of Circulation
Mary Jo Breneman, Co-Head of Circulation
Joe Martin, Brian Zabel & Associates P.C.

CORRECTIONS TO AGENDA

There were no corrections to the agenda.

CONSENT AGENDA

1. September 12, 2017 Regular Board Meeting Minutes
2. Evaluation Process Review Committee Meeting Minutes
3. Action of Bills
4. Meeting Room Policy
5. Search Warrant Policy

Motion by Smith and second by DeAngelo that:

The Board approve consent agenda items 1) September 12, 2017 Regular Board Meeting Minutes as written, 2) Evaluation Process Review Committee Meeting Minutes as written, 3) Action of Bills, 4) Meeting Room Policy and 5) Search Warrant Policy.

Motion carried by roll call vote.

Ayes: McLuckie, DeAngelo, Smith, Ames, Phillips

Nays: None

Absent: Crawford, Tomlinson

Abstain: None

CORRESPONDENCE

Secretary Smith reported that commemorative book donations had been made by Danielle Diamond in memory of Mildred Lestina and Linda L. Jacque.

PUBLIC COMMENT

None

TREASURER'S REPORT

Treasurer 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 September (attached). Director Franciskovich reported that she received a resignation from a technical processor. The technical services department is undergoing a reorganization and the position will be filled by a staff member that already holds a barcode certification. Co-Heads of Circulation, Sherri Balegno and Mary Jo Breneman, gave a presentation on the circulation department and shared the steps they are taking to increase circulation. The trustees approved the Director's recommendation to update the Maintenance Plan to reflect legislative changes regarding competitive bids.

STANDING COMMITTEE REPORT

Budget Committee

Joe Martin, auditor from Brian Zabel & Associates P.C., reported that the library financial records are in good order. The library received a clean, unqualified opinion from the auditor.

Fiscal Year 17-18 Quarter 1 Report showing disbursement of budgeted funds was presented.
Staff Christmas gifts were discussed.

Motion by McLuckie and second by Smith that

The Board adopt Resolution 17-1, A Resolution to Determine Estimate of Funds Needed.

Motion carried by a roll call vote.

Ayes: Ames, McLuckie, DeAngelo, Smith, Phillips

Nays:

Absent: Crawford, Tomlinson

Abstain: None

Policy Committee

A meeting was set for October 16, 2017 at 1:30 p.m.

Building and Grounds Committee

A meeting was set for November 8, 2017 at 1:30 p.m.

AD HOC COMMITTEE

Chairperson DeAngelo reported for the Evaluation Process Review Committee. The committee recommended doing a comparison of the library director's salary and benefits.

Motion by McLuckie and second by Smith that

The Board will benchmark the library director's base salary and benefits every 4 years starting May 2018.

Motion carried by a roll call vote.

Ayes: McLuckie, DeAngelo, Smith, Ames, Phillips

Nays:

Absent: Crawford, Tomlinson

Abstain: None

NEW BUSINESS

Open Meetings Act Certification

Trustees Ames, Crawford, DeAngelo, McLuckie, Phillips, Tomlinson and Smith provided their Open Meeting Act training certification compliance.

Library Board Maturity Evaluation

The results of the Library Board Maturity Evaluation, which had been completed following their distribution to trustees at the September meeting, were distributed for review.

Trustee Facts File

Reviewed Chapters 3 and 4 of the Trustee Facts File as a requirement for the Per Capita Grant and discussed board organization and legal responsibilities of the board.

Run Hide Fight Training

Trustees viewed and discussed the Run Hide Fight video funded by the Department of Homeland Security to fulfill the Per Capita Grant requirement regarding safety in the library.

ANNOUNCEMENTS

November 1 Trustee agenda deadline.

November 14 Regular monthly meeting of the Coal City Public Library District at 6:30 p.m., Irving Street Annex, 70 N. Irving Street, Coal City, IL 60416

ADJOURNMENT

Motion by Smith and second by McLuckie that:

The Board adjourn the October 10, 2017 Regular Board Meeting.

Motion carried by a roll call vote.

Ayes: Ames, McLuckie, DeAngelo, Smith, Phillips

Nays: None

Absent: Crawford, Tomlinson

Abstain: None

Meeting was adjourned at 8:03 p.m.

Approved: _____

Signature: _____

November 14, 2017

Steve Smith, Secretary