

Coal City Public Library District

Regular Board Meeting

August 20, 2019

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 pm.

ROLL CALL

Communications Coordinator called the roll.

Trustees present:

Carol Crawford	Lois Phillips
Renee McLuckie	Steve Smith
Kris McPherson	Debi Trotter

Others present:

Jolene Franciskovich, Director
Leah Bill, Assistant Director
Cindy Starks, Communications Coordinator
Becky Sipple, Resident

CORRECTIONS TO AGENDA

None.

CONSENT AGENDA

1. July 9, 2019 Regular Board Meeting Minutes
2. Action of Bills
3. Finance Policy
4. Library Card Policy
5. Material and Monetary Donations Policy
6. Reimbursement of Travel, Meal, Lodging Expenses Policy
7. Security Camera Policy
8. Social Media Policy

Motion by Debi Trotter and second by Kris McPherson that

The Board approve Consent Agenda items 1.) July 9, 2019 Regular Board Meeting minutes, 2.) Action of Bills, 3.) Finance Policy, 4.) Library Card Policy, 5.) Material and Monetary Donations Policy, 6.) Reimbursement of Travel, Meal, Lodging Expenses Policy, 7.) Security Camera Policy and 8.) Social Media Policy

Motion carried by roll call vote.

Ayes: Crawford, McLuckie, Smith, Trotter, McPherson, and Phillips

Nays: None

CORRESPONDENCE

Local author Cyd Notter donated an autographed copy of her book *The "Plan A" Diet*. The family of Margaret "Peggy" Ragain donated a vase of flowers and heart wreath. Sherri Balegno donated the audiobook *Far and Away* by Fern Michaels in memory of Margaret "Peggy" Ragain. Irene Shepkowski donated an autographed book *The Curiosities* by Susan Gloss.

PUBLIC COMMENT

Resident Becky Sipple appeared before the Board of Trustees to express her interest in the library trustee vacancy. Ms. Sipple discussed her library use and history serving boards for other organizations. President Phillips explained the process and discussed the duties and responsibilities of a library trustee.

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

Library Director Jolene Franciskovich submitted the director's report, which included the statistics for July (attached). Ms. Franciskovich explained the Will Grundy Genealogical Society collection that was donated to the library.

Leah Bill, Assistant Library Director gave a report to the Board of Trustees. Ms. Bill explained the library was very close to having self-checkout and a new sound system installed. Ms. Bill also discussed the great job that Mary Jo Breneman and Mike Kessler have done in the Tech Services Department and the catalogue testing that they have gone through.

STANDING COMMITTEE REPORT

Budget

Motion by Renee McLuckie and second by Steve Smith that

The Board adopt proposed Ordinance 19-1 the Budget & Appropriation Ordinance for FY 2019-2020.

Motion carried by roll call vote.

Ayes: Smith, Trotter, McPherson, Crawford, McLuckie, and Phillips

Nays: None

Chairman McLuckie scheduled a Budget Committee meeting on Wednesday, August 28 at 2:00 pm in the Library Director's office.

Policy

Chairman Crawford scheduled a Policy Committee meeting on Wednesday, September 4 at 10:00 am to review the Meeting Room Policy and Search Warranty Policy in the Library Director's office.

NEW BUSINESS

Evaluation Review

President Phillips asked for trustees to volunteer to serve on an Evaluation Committee to review the library director's evaluation form. Steve Smith will serve as Chairman of the Ad Hoc Committee with trustees Debi Trotter and Carol Crawford. A Committee meeting will be scheduled at a later date.

Minute Review Committee

Chairman Steve Smith reported on the Minute Review Committee FY 2018/2019 findings. A typo was found in the December 11, 2018 closed session minutes wherein the incorrect statute of 120/2(1) was cited when the correct statute should have been cited as 120/2(21) for the semi-annual review of closed session minutes.

Motion by Steve Smith and second by Carol Crawford that

The Board accept the proposed change and approve the minutes review as presented.

Motion carried by a roll call vote.

Ayes: Trotter, McPherson, Crawford, McLuckie, Smith, and Phillips

Nays: None

A letter will be sent to the State Library stating no discrepancies exist.

Making Motions

President Phillips presented the Board of Trustees with helpful information and conducted a motion making exercise to help trustees become more comfortable making motions during the meeting.

ANNOUNCEMENTS

September 2 Closed for Labor Day

September 4 Trustee agenda deadline

September 10 Regular monthly meeting of the Coal City Public Library District
at 6:30 pm, Irving Street Annex, 70 N. Irving Street, Coal City

ADJOURNMENT

Motion by Steve Smith and second by Renee McLuckie that

The Board adjourn the August 20, 2019 Regular Board meeting.

Motion carried by a roll call vote.

Ayes: McLuckie, Smith, Trotter, McPherson, Crawford, and Phillips

Nays: None

Meeting was adjourned at 7:54 pm.

Approved: _____

Signature: _____ September 10, 2019
Carol Crawford, Secretary