

Coal City Public Library District
Regular Board Meeting
October 8, 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
Sherri Balegno, Head of Circulation
Becky Sipple, Resident
Joe Martin, Auditor from Brian Zabel & Associates, P.C.

CORRECTIONS TO AGENDA

Vice President Smith requested that the Library Director Evaluation be placed on the agenda as an information item. President Phillips placed the item, Evaluation Review, after Policy as an Ad Hoc Committee Report.

CONSENT AGENDA

1. September 10, 2019 Regular Board Meeting Minutes
2. Action of Bills
3. Meeting Spaces Policy and Meeting Room Application
4. Search Warrant Policy
5. Freedom of Information Update

Motion by Debi Trotter and second by Kris McPherson that

The Board approve the Consent Agenda items: (1) September 10, 2019 Regular Board Meeting minutes, (2) Action of Bills, (3) Meeting Spaces Policy and Meeting

Room Application, (4) Search Warrant Policy, and (5) Freedom of Information Update.

Motion carried by roll call vote.

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

Nays: None

CORRESPONDENCE

The book *I Can Only Imagine: A Memoir* was donated by Sherri Balegno and Mary Jo Breneman in memory of Linda R. Miller. The books *Met Her Match* by Jude Deveraux, *The Spirit of the Season* by Fern Michaels, and *Sins of the Fathers* by J.A. Jance were donated by the Starks Family in memory of Patricia Starks. The DVDs *Stronger Seniors – Yoga, Bone Smart Pilates*, and *For Seniors-Walk Aerobics* were donated by the Starks Family in memory of Linda Miller.

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

Library Director Jolene Franciskovich submitted the director’s report, which included the statistics for September (attached). Sherri Balegno the Head of Circulation presented the Trustees with a report concerning the Circulation Department. Ms. Balegno reported on the services performed, that 1,383 items were read during the Reading Challenge held from April to September this year, and discussed the addition of the new self-checkout kiosk.

STANDING COMMITTEE REPORT

Budget

Joe Martin, auditor from Brian Zabel & Associates P.C., reported that the library financial records and audit for the FY 2018/2019 are in good order. Trustees will review the audit as presented.

Motion by Renee McLuckie and second by Steve Smith that

The Board adopt Resolution 19-1 A Resolution to Determine Estimate of Funds Needed.

Motion carried by roll call vote.

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

Nays: None

Motion by Renee McLuckie and second by Debi Trotter that

The Board approve staff salary scale for implementation January 1, 2020, staff salary scale for implementation July 1, 2020, and staff salary scale for implementation January 1, 2021.

Motion carried by roll call vote.

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

Nays: None

Chairman McLuckie reviewed the FY2019-2020 1st quarter report with the Trustees.

The Board of Trustees discussed staff Christmas gifts.

Policy

Chairman Crawford scheduled a meeting on Friday, October 11 at 10:00 a.m. to review the Freedom of Information Act, Circulation Policy, and Collection Management Policy in the Library Director's office.

AD HOC COMMITTEE

Evaluation Review

Chairman Smith scheduled a meeting on Thursday, October 31 at 2:00 p.m. in the Irving Street Annex B to review the Library Director's evaluation procedure.

NEW BUSINESS

Trustee Vacancy

Becky Sipple asked the Board of Trustees questions concerning her review of the Board of Trustees Policy.

Motion by Renee McLuckie and second by Debi Trotter that

The Board fill the trustee vacancy by appointing Becky Sipple until the next election.

Motion carried by roll call vote.

Ayes: Trotter, Crawford, and McLuckie

Nays: Smith and McPherson

Abstain: Phillips

New Board of Trustee Becky Sipple was given the Oath of Office. President Phillips appointed herself as the trustee mentor for Ms. Sipple to be able to ask questions.

Open Meetings Act Certification

Six of the Board of Trustees turned in their certificates of completion for the Open Meetings Act online training. New trustee Becky Sipple was given information to take the online training.

Library Board Maturity Evaluation Results

The Board of Trustees reviewed the results of the Library Board Maturity Evaluation survey filled out last month.

Budget & Levy Secrets

The Board of Trustees reviewed 30 minutes of the Budget & Levy Secrets for Libraries workshop.

Library Trivia

President Phillips provided the Board with a trivia question to familiarize themselves with the history of the library.

ANNOUNCEMENTS

November 6 Trustee agenda items deadline

November 12 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 Debi Trotter and second by Steve Smith that

The Board adjourn the meeting.

Motion carried by a roll call vote.

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

Nays: None

Meeting was adjourned at 8:01 p.m.

Approved: _____

Signature: _____ November 12, 2019
Carol Crawford, Secretary