Freeburg Area Library District Board of Trustees Meeting

June 27, 2017 @ 7pm

**Regular Board Meeting** called to order at 7:00 pm by President Tracey Drennen-Alexander.

**Roll Call**: Dora Becker\_\_\_P\_\_, Tracey Drennen-Alexander \_\_\_P\_,  Terry Groth \_P\_\_\_, Gina Heiligenstein \_\_P\_\_, Heather Humphries \_P\_\_\_, Ron Stellhorn \_\_P\_\_, Holly Zipfel \_\_P\_\_.  7  Present, 0 Absent. Director Kristin Green \_P\_.

**Recognition of Visitors and Comments from the Public**: None

**Minutes from May 23, 2017** were reviewed

Motion made by Terry Groth to accept the May 23, 2017 minutes as presented, seconded by Holly Zipfel . Vote: \_\_7\_\_Ayes, \_\_\_0\_\_Nays.

Motion carried.

**Treasurer’s Report**: Report was reviewed with no additions or corrections. Placed on file for audit.  We hope to end year in the black.

**Monthly Bills**: Motion made by Dora Becker to approve the payment of all the bills totaling  $6393.18, seconded by Holly Zipfel. Roll Call: Dora Becker \_\_A\_, Tracey Drennen-Alexander \_A\_\_, Terry Groth \_A\_, Gina Heiligenstein \_A\_, Heather Humphries \_A\_\_, Ron Stellhorn \_A\_\_, Holly Zipfel \_A. Vote: \_\_7\_\_Ayes, \_\_\_0\_\_Nays. Motion carried.

**Director’s Report**:  Report by Director Kristin Green. See attached Director’s report.

**Youth Services Report:** Report by Karen Voelker, Youth Services Coordinator, accepted as submitted. See attached Youth Services Coordinator’s Report.

**Correspondence**: Received the Freeburg Newsletter in the mail.

**Unfinished Business**:

1. **Policy Review:**

**17. Meeting Room Policy:**

**Discussion:** Checklist left on table, laminated checklist posted on Supplies door, people asking to use meeting room, loosen rules, have a fee/not a security deposit, question of additional liability -no-, allowed to charge a minimal fee, other libraries charge $25 to $50, question of non-profit organizations.

**Motion** made by Ron Stellhorn to table the issue of meeting room used for private use, seconded by Terry Groth. Roll Call: Dora Becker \_\_A\_, Tracey Drennen- Alexander \_\_A\_\_, Terry Groth \_A\_\_, Gina Heiligenstein \_\_A\_\_\_, Heather Humphries \_\_A\_\_\_, Ron Stellhorn \_\_A\_\_, Holly Zipfel \_\_A\_\_. 7 Ayes, 0 Nays,. Motion carried.

**Motion** made by Ron Stellhorn to accept “Meeting Room Policy and Checklist” as presented. Seconded by Terry Groth. Roll Call: Dora Becker A, Tracey Drennen-Alexander A, Terry Groth A, Gina Heiligenstein A, Heather Humphries A, Ron Stellhorn A, Holly Zipfel A. Ayes 7, Nays 0. Motion carries.

**New Business**:

1. **Ordinance 2017-1 Prevailing Wage Act**

**Discussion** : None

**Motion** made by Dora Becker to accept Ordinance 2017-1 Prevailing Wage Act by Title only.  Seconded by Heather Humphries. Vote: 7 Ayes, 0 Nays. Motion Carried.

**2. Approve the printing of the Budget and Appropriation Ordinance Hearing Notice** [must be in newspaper at least 30 days before the August 22, 2017 board meeting.] \*the notice will be sent to the newspaper on July 13th and published on July 20, 2017.

**Discussion**: None

**Motion** made by Dora Becker to approve the printing of the Budget and Appropriation Ordinance Hearing Notice, seconded by Terry Groth. Roll Call: Dora Becker A, Tracey Drennen-Alexander A, Terry Groth A, Gina Heiligenstein A, Heather Humphries A, Ron Stellhorn A, and Holly Zipfel A.  7 Ayes, 0 Nays. Motion Carried.

**3. Finance Committee recommendations for FY 2017/18**

**Motion** made by Terry Groth to accept working budget, and seconded by Dora Becker. Roll Call: Dora Becker A, Tracey Drennen- Alexander A, Terry Groth A, Gina Heiligenstein A, Heather Humphries A, Ron Stellhorn A, and Holly Zipfel A. 7 Ayes, 0 Nays. Motion Carried.

**Motion** made by Dora Becker to accept the salary proposal on the recommendations of the finance committee, and seconded by Terry Groth. Roll Call: Dora Becker A, Tracey Drennen-Alexander A, Terry Groth A, Gina Heiligenstein A, Heather Humphries A, Ron Stellhorn A, and Holly Zipfel A. 7 Ayes, 0 Nays. Motion Carried.

**4**. **Policy:Holiday Closings for FY 2017/18**

**Motion** made by Terry Groth to accept Holiday Closings as discussed, and seconded by Holly Zipfel. Roll Call: Dora Becker A, Tracey Drennen-Alexander A, Terry Groth A, Gina Heiligenstein A, Heather Humphries A, Ron Stellhorn A, and Holly Zipfel A. 7 Ayes, 0 Nays. Motion Carried.

**5. Review bids**:

* 1. **Window Cleaning**

Motion made by Dora Becker to hire “Just Clean Window Cleaning” and seconded by Terry Groth. Roll Call: Dora Becker A, Tracey Drennen-Alexander A, Terry Groth A, Gina Heiligenstein A, Heather Humphries A, Ron Stellhorn A, and Holly Zipfel A. 7 Ayes, 0 Nays. Motion Carried.

* 1. **Handyman -** discussion tabled for later date

**6. Lazerware Computer Purchase**

**Discussion:** needing to replace outdated computers

**Motion** made by Dora Becker to purchase four (4) computers from Lazerware, seconded by Terry Groth. Roll Call: Dora Becker A, Tracey Drennen-Alexander A, Terry Groth A, Gina Heiligenstein A, Heather Humphries A, Ron Stellhorn A, and Holly Zipfel A. 7 Ayes, 0 Nays. Motion Carried.

**Motion** made by Dora Becker to pay Lazerware $4914.12 for the four (4) new computers out of the Bea Fries estate, seconded by Terry Groth. Roll Call: Dora Becker A, Tracey Drennen-Alexander A, Terry Groth A, Gina Heiligenstein A, Heather Humphries A, Ron Stellhorn A, and Holly Zipfel A.  7 Ayes, 0 Nays. Motion Carried.

**Board Questions or Concerns:** None

**Adjournment**:Terry Groth moved to adjourn the meeting at 8:20pm, seconded by Holly Zipfel. Vote:  \_\_7 \_Ayes, \_\_0 \_Nays.  Motion carried.