**Freeburg Area Library**

**Board of Trustees Meeting**

**July 28, 2015**

**Regular Board Meeting** called to order at 7 p.m. by President Vicki Helms

**Roll Call**; Dora Becker-P, Tracey Drennen-Alexander-P, Terry Groth-P, Vicki Helms-P, Heather Humphries-A, Ron Stellhorn-P, Holly Zipfel-P. 6 Present. 1 Absent. Director Kristin Green was present.

**No visitors present at this time.**

**Minutes from June 23, 2015** were reviewed. Tracey Drennen-Alexander stated that her first name had been misspelled. Motion was made by Terry Groth to accept the minutes as corrected, Seconded by Tracey Drennen-Alexander. Vote; 6 Ayes, No Nays, 1 Absent Motion carried.

**Treasurer’s Report**; The report was reviewed with no additions or corrections.

**Monthly Bills**; Presented with no additions or corrections. Motion made to accept the monthly bills as presented by Terry Groth, Seconded by Dora Becker. Roll Call: Dora Becker-Aye, Tracey Drennen-Alexander-Aye, Terry Groth-Aye, Vicki Helms-Aye, Heather Humphries-Absent, Ron Stellhorn-Aye, Holly Zipfel-Aye. 6 Ayes, No Nays, 1 Absent. Motion carried.

**Director’s Report**: A written report was presented by Director Kristen Green. See attached Director’s Report.

**Youth Services Report:** A written report was presented.

**Correspondence**: One letter received.

 1. Request by Charlene Roche, Data Acquisition Specialist with SmartProcure. Requesting PO/Vendor information for the past five (5) years.

**Unfinished Business:**

**Budget & Appropriations Notice of Public Hearing** waspublished in the 7/23/2015 Freeburg Tribune.

**Library walk through follow-up;**

 1. Michelle Etling checked areas of concern and she recommends not doing spot

 Painting but whole wall painting. Board decided after some discussion to wait.

 2. Kitchen faucet replaced by Kristin’s husband

3. Funk Heating and Cooling coming tomorrow, July 29, 2015 to check outdoor wall piece that is falling.

 4. Concrete bench needs repaired or removed. Tracey Drennen-Alexander will check with a friend that works with concrete and see if it can be repaired

**Working Budget FY2015-2016**: Reviewed Working Budget FY2015-2016 including

Salary Proposals beginning July 1, 2015. Motion made by Terry Groth,

Seconded by Dora Becker to accept Working Budget FY2015-2016/Salary Schedule as proposed by the Finance Committee. Roll Call: Dora Becker-Aye, Tracey

Drennen-Alexander-Aye, Terry Groth-Aye, Vicki Helms-Aye, Heather Humphries-Absent, Ron Stellhorn-Aye, Holly Zipfel-Aye. 6 Ayes, No Nays. 1 Absent Motion Carried

**New Business;**

1. Board President Vicki Helms appointed Terry Groth and Ron Stellhorn to review minutes from the fiscal year for the Illinois Public Library Annual Report.

**2. Reviewed Statement of Receipts and Disbursements.** Accepted as presented.

 Will be printed in next week's Freeburg Tribune.

**3. Management Discussion and Analysis for FY 14-15.** Motion made by Dora

 Becker and Seconded by Terry Groth to accept as presented by Title only. Vote

 6 Ayes, No Nays, 1 Absent. Motion carried

**4. Ordinance 2015-2, Equipment & Building Tax Levy.**

 **Ordinance 2015-3, Conduct of Patrons**

 **Ordinance 2015-4, Confidentiality of Records**

 **Ordinance 2015-5, Lost, Damaged, and Overdue Items (with correct date)**

 **Ordinance 2015-6, Meeting Date Ordinance**

 Motion made by Terry Groth and Seconded by Tracey Drennen-Alexander to

 Accept Ordinance 2015-2 through 2015-6 by title only. Vote: 6 Ayes, No Nays 1 Absent. Motion Carried.

**5.**  **Policy #1 - Investment Policy.** Reviewed with no corrections or additions.

**6. Policy #2 - Holiday Closings for the Calendar year 2016.** Reviewed with no

 corrections or additions.

**7. Ordinance 2015-7/ President appoints Ethics Advisor (Ethics Act, Article 15,**

 **Page 7)**  President, Vicki Helms appointed Kristin Green as Ethics Advisor. Motion made by Dora Becker and Seconded by Tracey Drennen-Alexander to accept Kristin Green as Ethics Advisor. Vote: 6 Ayes, No Nays, 1 Absent. Motion Carried.

**8. Policy-Freedom of Information Act/President appoints FOIA/OMA Officer.**

President, Vicki Helms appointed Kristin Green as FOIA/OMA Officer. Motion

By Dora Becker and Seconded by Tracey Drennen-Alexander to accept Kristin Green as FOIA/OMA Officer. Vote: 6 Ayes, No Nays, 1 Absent. Motion Carried.

**9. Handicap Railing.** A bid of $10,834.00 by Professional Metals Works, LLC has been the only bid obtained so far. After discussion, the board recommended this matter be tabled until more bids could be received.

**10. Policy/Donations of books and audio visual materials.** Motion was made by Dora Becker, Seconded by Tracey Drennen-Alexander to **amend** the agenda so that this policy could be added to tonight’s agenda. Vote: 6 Ayes, No Nays, 1 Absent. Motion carried.

 **Policy-Concerning Donations of Books and Audio Visual Materials.** Motion made to accept as amended by Terry Groth, Seconded by Tracey Drennen- Alexander. Vote: 6 Ayes, No Nays, 1 Absent. Motion carried.

 Dora Becker moved to adjourn the meeting at 8:07 p.m. Seconded by Terry Groth. Vote: 6 Ayes, No Nays, 1 Absent. Motion carried.

Respectfully submitted,

Hollace “Holly” Zipfel, Secretary