**Freeburg Area Library**

**Board of Trustees Meeting**

**October 27, 2015**

**Regular Board Meeting** called to order at 7:00 p.m. by President Vicki Helms.

**Roll Call**; Dora Becker-P, Tracey Drennen-Alexander-P, Terry Groth-A, Vicki Helms-P, Heather Humphries-P, Ron Stellhorn-P, Holly Zipfel-A. 5 Present. 2 Absent. Director Kristin Green was present.

**No visitors present at this time.**

**Minutes from September 22, 2015** were reviewed. Motion was made by Dora Becker to accept the minutes as presented, Seconded by Tracey Drennen-Alexander. Vote; 5 Ayes, No Nays, 2 Absent. Motion carried.

**Treasurer’s Report**: The report was reviewed with no additions or corrections. Placed on file for audit.

**Monthly Bills**; Motion by Dora Becker to approve the payment of all bills as presented, Seconded by Tracey Drennen-Alexander. Roll Call: Dora Becker-Aye, Tracey Drennen-Alexander-Aye, Terry Groth-Absent, Vicki Helms-Aye, Heather Humphries-Aye, Ron Stellhorn-Aye, Holly Zipfel-Absent. 5 Ayes, No Nays, 2 Absent. Motion carried.

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

**Youth Services Report:** See attached report by Karen Voelker, Youth Services Coordinator.

**Correspondence**;

 Received notification of an annexation by Patrick and Donna Smoker.

**Unfinished Business:**

 **1. Freeburg Area Library Policy Manual:** Received final copy from Kay Marshall. Policy Manual will be reviewed and updated in the coming months, as necessary.

**New Business;**

 **1. Library Liability Policies:** Discussed liability coverage as explained by Tom Binger, State Farm Agent.

 **2. First Quarter Financial Review:** The excel report was reviewed.

 **3. Snow Removal Bids:** The snow removal bids were presented and discussed. Dora Becker made a motion to hire Keith Hushle for the FY2015-2016 snow season. Seconded by Heather Humphries. Roll Call: Dora Becker-Aye, Tracey Drennen-Alexander-Abstain, Terry Groth-Absent, Vicki Helms-Aye, Heather Humphries-Aye, Ron Stellhorn-Aye, Holly Zipfel-Absent. 4 Ayes, No Nays, 1 Abstain, 2 Absent. Motion carried.

 **4. CPR Class:** The Freeburg Fire Department is holding CPR training for $30 a person. It was mentioned that Barb Borger is a Certified CPR Instructor. She is willing to teach a CPR training class for library staff. The only cost will be the actual cost of the certification, approximately $15/person. Barb suggested that the library consider purchasing an AED machine. Barb is also willing to train library staff on the proper use of an AED machine. Dora made a motion to employ Barb Boyer to train willing library employees with CPR and to purchase an AED machine from the Bea Fries Estate with the total cost not to exceed $1600. Roll Call: Dora Becker-Aye, Tracey Drennen-Alexander-Aye, Terry Groth-Absent, Vicki Helms-Aye, Heather Humphries-Aye, Ron Stellhorn-Aye, Holly Zipfel-Absent. 5 Ayes, No Nays, 2 Absent. Motion carried.

 **5. Trustee Training Academy:** IHLS libraries have access to Trustee Academy through 9/30/16. Trustee Academy is a series of online courses offered by United for Librarians to help Trustees become exceptionally proficient in their roles on behalf of their libraries. After some discussion, it was decided that a Short Takes for Trustee course would be shown at the end of the next eight Board Meetings. Each Short Take should last approximately 10 minutes.

  **6. Next Board Meeting will be 7:00 p.m. on Tuesday, November 24, 2015**.

Tracey Drennen-Alexander moved to adjourn the meeting at 8:21 p.m. Seconded by Dora Becker. Vote: 5 Ayes, No Nays, 2 Absent. Motion carried.

Respectfully submitted,

Kristin Green, Director & Acting Secretary