Freeburg Area Library District Board of Trustees Meeting

April 26, 2016

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

Roll Call; Dora Becker\_A\_, Tracey Drennen-Alexander\_\_P\_\_, Terry Groth\_P\_\_.

Vicki Helms\_\_P\_, Heather Humphries\_\_P\_, Ron Stellhorn\_\_P\_\_, Holly Zipfel\_P\_\_.

\_\_6\_\_ Present.\_\_1\_\_ Absent. Director Kristin Green was present.

**Recognition of Visitors and Comments from the Public.**

**Minutes from March 22, 2016 were reviewed.**

Motion made by Terry Groth to accept the minutes as presented, Seconded by Tracey Drennen-Alexander. Vote; \_\_6\_\_Ayes, \_0\_\_ Nays, Absent\_\_1\_\_. Motion carried.

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

**Monthly Bills:** Motion by Terry Groth to approve the payment of all bills as presented, Seconded by Tracey Drennen-Alexander. Roll Call: Dora Becker Absent, Tracey Drennen-Alexander A , Terry Groth A, Vicki Helms A , Heather Humphries A , Ron Stellhorn A , Holly Zipfel A . \_\_6\_\_Ayes, \_\_0\_\_Nays, Absent\_\_1\_\_\_ Motion Carried.

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

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

**Correspondence:** Six correspondences received:

 1. Freeburg Fire Protection District Notice of Application For Real Estate Tax

 Exemption. See attached notice in its entirety.

 2. Village of Freeburg Notice of Hearing Before the Freeburg Board of Trustees

 Relative to proposed annexation for property owned by John and Deborah

 Calcaterra, Donald and Agnes Gebhart, Brian and Rhonda Price, and Randal

 Harms. See attached letter in its entirety.

 3. The St. Clair County Bar Association invitation to The 2016 Law Day Breakfast.

 See attached invitation in its entirety.

 4. IHLS/Share Meeting pertaining to meeting on April 12, 2016. See attached e-mail

 in its entirety.

 5. News from the Illinois Library Association pertaining to Tax Caps. See attached

 e-mail in its entirety.

 6. IHLS letter pertaining to OverDrive. See attached newsletter in its entirety.

**Unfinished Business:**

**1. Statement of Economic Interest:** President Vicki Helms advised members of the board to complete their Statement of Economic Interest ASAP if not completed already.

Must be filed by May 2nd, 2016.

**2. Live and Learn Construction Grant:** $5,450.00 has been awarded to the Freeburg Area Library District**.** See attached letter from the Office of The Secretary of State in its entirety.

**3. Adventure Passes for Patrons:** Kristin Green, Director, presented her research on four venues in the St. Louis area. Missouri Botanical Gardens at $115.00 per 12 months,

St. Louis Science Center at $175.00 per 12 months, Museum of Transportation at $250.00 per 12 months and Magic House at $500.00 per 12 months. See attached graph in its entirety. Discussion followed.

Motion made by Terry Groth to obtain memberships in all 4 venues at a total cost of $1040.00 to be paid for out of the Bea Fries Estate Fund. Seconded by Tracey Drennen-Alexander. **Roll Call:** Dora Becker Absent, Tracey Drennen-Alexander\_\_A\_\_, Terry Groth \_\_\_A\_\_, Vicki Helms\_\_\_A\_\_, Heather Humphries\_\_A\_\_, Ron Stellhorn\_\_A\_\_, Holly Zipfel\_\_A\_\_. \_6\_Ayes\_0\_ Nays. \_\_\_1\_\_ Absent Motion Carried

Policy to be written pertaining to the checking out of these passes, # of days, late fees, only Freeburg Library members eligible to check out passes and etc.

**New Business:**

**1. Policy List:** A list of recommended policies were handed out by Kristin to each board member. The board will critique 2 policies per regular board meeting. Kristin will e-mail copies of the policies prior to each meeting so each board member has a chance to go over the policies prior to meetings and the final review at the board meeting should not take long.

**2. Simplex Grinnell Fire Alarm Control Panel Bid:** There is a trouble code showing for our Fire Control Monitor. The dialer is not operational. A field technician inspected the panel and parts are no longer available for our model. He recommended we upgrade the panel. The technician was from Simplex Grinnell and their bid was $4,619.30 plus monthly maintenance fee. After discussion it was agreed to table the decision until other bids could be obtained.

**3. Non-Resident Library Card FY2016-2017:** After short discussion it was agreed fee FY2016-2017 Non-Resident Library Card would remain the same.

Motion made by Ron Stellhorn to keep the fee for Non-Resident Library Cards FY 2016-2017 the same. Seconded by Tracey Drennen-Alexander. Vote: \_\_6\_\_Ayes \_0\_\_Nays.\_\_1\_ Absent. Motion Carried

**4. Finance Committee Meeting to discuss working budget and staff salaries for FY 2016-1017.** Dora will head this committee and will notify those serving on committee time and date.

 **5. Board Questions or Concerns:**

 A. Books coming back smelling like cigarette smoke. Referred to Policy

 Committee.

 B. Two dead trees outside. Ron Stellhorn agreed to remove trees and also

 spray weeds in rocks.

 C. A Freeburg Library Card holder complained that she could not get a

replacement card, hers was damaged because of frequent use, without

 paying a fee. Kristin will contact individual and get her a new card.

**Next Board Meeting May 24, 2016**

Ron Stellhorn moved to adjourn the meeting at 9:05 p.m. Seconded by Tracey Drennen-Alexander Vote: \_\_6\_\_Ayes\_\_0\_\_ Nays. \_\_1\_\_\_Absent. Motion Carried.

Respectfully submitted,

Hollace “Holly” Zipfel

Secretary

**Following the completion of the regular Library Board meeting a 10 minute mandatory training session for all board members was held. “Strategic Planning”**

Attendance: Tracey Drennen-Alexander, Terry Groth, Vicki Helms, Heather Humphries, Ron Stellhorn, Holly Zipfel and Kristin Green.