Freeburg Area Library Board of Trustees Meeting

February 23, 2016

Regular Board Meeting called to order at \_\_7\_\_p.m.. by President Vicki Helms.

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

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

\_\_7\_\_ Present.\_0 absent. Director Kristin Green was present.

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

**Minutes from January 26, 2016**

Motion made by Terry Groth to accept minutes as presented. Seconded by Tracy Drennen-Alexander.\_\_\_7\_\_Ayes; \_\_\_0\_\_\_\_Nays. 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. Seconded by Tracy Drennen-Alexander. Roll Call: Dora Becker\_\_A\_\_, Tracy Drennen-Alexander\_\_A\_\_, Terry Groth\_\_A\_\_\_, Vicki Helms\_\_A\_\_\_, Heather Humphries\_\_A\_\_, Ron

Stellhorn\_\_A\_\_, Holly Zipfel\_\_A\_\_. \_\_7\_\_Ayes, \_\_0\_\_Nays. Motion Carried.

**Director’s and Youth Services Reports:**  Oral/written report was presented by Kristin Green, Library Director. See attached written report by Kristin Green

See attached written report by Karen Voelker, Youth Services Coordinator.

**Correspondence: 1. Message** from the Director, U.S. Census Bureau notifying the board that the U.S. Census Bureau will be conducting the 2016 Government Units Survey (Form GUS-1) in preparation for the 2017 Census of Governments. The formal request will arrive in a few weeks.

**2.** From SmartProcure FOIA requesting Freeburg Area Library District for PO/Vendor information. SmartProcure is submitting a commercial FOIA request to the Freeburg Area Library District for any and all electronic purchasing records from 2015-11-05 to current. The request is limited to readily available records without copying, scanning or printing.

**Unfinished Business:** No Old Business

**New Business:**

**1. 2016 Lawn Bids:** Three (3) Bids Received

 1. Dandy Mowing with a total bid of $3,150.74

 2. Krieg Lawn Care with a total bid of $2,510.00

 3. Ferguson Lawn and Landscape with a total bid of $1,775.00

Motion made by Terry Groth to accept Dandy Mowing’s bid of $3,150.74. Seconded by Dora Becker. Discussion followed. Past history with Ferguson Lawn and Landscaping has not been good. Dandy Mowing is who we have been using and has done a fantastic job in bringing back the attractive look of the grounds. **Roll call:** Dora Becker A , Tracey Drennen-Alexander A , Terry Groth A ,Vicki Helms A , Heather Humphries A ,Ron Stellhorn A ,Holly Zipfel A. 7 Ayes, 0 Nays. Motion Carried.

**2. RDA Toolkit Request:** Linda Locke does most of our cataloging so it would go on her PC. This toolkit would enhance the cataloger’s work.

Motion made by Dora Becker to purchase the RDA Toolkit for $185.00 to be paid for out of the Bea Fries Estate. Seconded by Terry Groth. **Roll Call:** Dora Becker A, Tracey Drennen-Alexander A , Terry Groth A , Vicki Helms A , Heather Humphries A , Ron Stellhorn A , Holly Zipfel A. 7 Ayes 0 Nays. Motion Carried

**3. Board Questions or Concerns:** None Offered

**Terry Groth moved to adjourn the meeting at 7:40 p.m.** Seconded by Dora Becker. \_\_\_7\_\_Ayes\_\_\_0\_\_Nays.Motion Carried.

Hollace “Holly” Zipfel,

Secretary

**Following the completion of the regular Library Board meeting, a 10- minute mandatory training session of all board members was held. Trustee Training Academy Video: “Library Advocacy”**

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