Freeburg Area Library Board of Trustees Meeting

September 27, 2016

**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\_\_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**. No visitors present

**Minutes from August 23, 2016 were reviewed.**

Motion made by ­­­­­Dora Becker to accept the August 23, 2016 minutes as presented, Seconded by Tracey Drennen-Alexander. Vote;\_\_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 made by Terry Groth to approve the payment of all bills totaling, $ 4,362.70, Seconded by Tracey Drennen-Alexander. 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.

**Director’s and Youth Services Reports:**  Director’s report by Director Kristin Green. Accepted as presented. See attached Director’s report

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

**Correspondence:**

Received “Freeburg Bulletin” from Freeburg Village

**Unfinished Business:**

**1. The Library has been awarded the Live and Learn Construction Grant. The Library Board needs to accept a bid for the handicap railing.**

**Discussion:** Price has gone up since original bids were accepted but was expected since unable to receive grant money until after bid time frame had elapsed. Materials went up since last bid. It will take 3-4 weeks to get materials and 2 days to complete project.

**Motion made** by Terri Groth to accept S & E Contracting bid for $10,897.13 with down payment coming from Grant Fund and balance coming from Building and Equipment Fund. Seconded by Tracey Drennen-Alexander. **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. The publication of Ordinance 2016-2, Equipment & Building Tax Levy, resulted in no petitions filed. Therefore, the Ordinance stands as is. FYI**

**3. The bike rack and two benches ordered through the Memorial/Honor Fund are ready to be picked up. Pick-up is available Monday-Friday 8:30 a.m.-4:00 p.m.**

**Discussion:** Vicki and Corky Helms will pick up and store the 2 benches and bike rack until installation. Question as to who would install, volunteers or send out for bids?

**Motion made** by Vicki Helms to authorize payment up to $500.00 to install the 2 benches and bike rack by Bid or Volunteers with payment out of Building and Equipment Fund. Seconded by Tracey Drennen-Alexander. **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

**New Business:**

**1. Policy Review**

**a. Mission Statement/Core Values/General Policy**

**b. Authority to Close Policy**

**c. Authority to Spend Policy**

**d. Blood Borne Pathogens Policy**

**Discussion:** FYI and when completed will be up-to-date with State of Illinois Library Policies.

**Motion Made** by Terry Groth to accept these four policies as presented. Seconded by Ron Stellhorn. 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. Lazerware Lifecycle Proposal**

**Discussion:** Computers are becoming out dated. Can be replaced 2-3 at a time Costly and was not included in this year’s budget. Cost of replacing new computers could come out of Bea Fries Estate Fund.

**Motion made** by Dora Becker to table this proposal until a later date when more information can be provided. Seconded by Tracey Drennen-Alexander. **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. Easy Non-Fiction Book Order Proposal (See Attached Sheet)**

**Motion made** by Terry Groth to purchase Karen Voelker’s submitted list with payment coming out of The Bea Fries Estate Fund. Seconded by Dora Becker. **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

4. B**oard Questions or Concerns**

Dora Becker moved to adjourn the meeting at \_8:05\_ p.m. Seconded by Tracey Drennen-Alexander. Vote:\_\_\_7\_\_Ayes\_\_\_0\_\_Nays. Motion Carried.

Hollace “Holly” Zipfel,

Secretary

Trustee Training Academy Video: “Succession Planning and New Board Orientation” was presented by Kristin Green, Library Director. Those in attendance were Dora Becker, Tracey Drennen-Alexander, Vicki Helms, Heather Humphries, Ron Stellhorn, and Holly Zipfel.

Terry Groth was unable to stay for training session.