Freeburg Area Library District Board of Trustees Meeting

April 25, 2017

**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, absent, on vacation.

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

Gina Heiligenstein, newly elected board member & Ed Mueller.

**Minutes from March 28, 2017 were reviewed.**

Motion made by ­­Dora Becker to accept the March 28, 2017 minutes as presented, Seconded by Tracey Drennen-Alexander. Vote; \_\_7\_A, \_0\_ Nays, \_0\_\_Absent. Motion carried

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

**Monthly Bills:** Motion made by Dora Becker to approve the payment of all bills totaling, $4,030.43. 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, \_\_\_0\_\_\_Absent Motion Carried.

**Director’s and Youth Services Reports:**  Written Report by Director, Kristin Green, accepted as submitted. See attached Director’s Report

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

**Correspondence:** No correspondence received this period.

**Unfinished Business:**

1. Electrician Bids:

Discussion by board as to what exactly was needed and the bids are still not clear as what really needs to be corrected and at how much.

Motion made by Dora Becker to table further action until it could be determined if only bulb replacements were needed and if so bulbs could be replaced easily and at very little cost. 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, \_\_\_0\_\_\_Absent Motion Carried.

**2. Meeting Room Cleaning**:

Discussion of Dean’s Cleaning Service: Currently, Dean cleans the meeting room once a month for $30.00. This cleaning includes sweeping/mopping the floors, cleaning the bathrooms, taking out the trash, filling the paper towels, etc. It does not include wiping down the tables. Dean is willing to add a second monthly cleaning for $30.00. Since Pinterest Club meets on the third Friday of the month, we discussed him cleaning the room on the second and fourth Friday of the month.

Motion made by Heather Humphries to accept Dean’s proposal at $60.00 per month and have Kristin Green make a check list for groups, reserving room, of cleaning duties to follow after their meeting is completed. 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, \_\_\_0\_\_Absent Motion Carried.

**New Business:**

**1. Policy Review**

**#21 Routine Banking Procedures**

**#22 Social Media Policy**

**Discussion:** None expressed

**Motion Made** by Terry Groth to adopt policy “**Routine Banking Procedures“,**  as presented. Seconded by Tracey Drennen-Alexander. Vote; \_\_7\_\_Ayes, \_\_0\_\_Nays, \_\_0\_Absent. Motion Carried.

**Motion Made** by Terry Groth to adopt policy, “**Social Media Policy”,** as presented. Secondedby Tracey Drennen-Alexander. Vote: \_\_7\_\_Ayes, \_\_0\_\_Nays, \_\_0\_\_Absent. Motion Carried

**Board Questions or Concerns:**

Do schools have any special privileges when it comes to reserving the Media Center? To check with Kristin Green, Director, when she returns.

Newly elected board members will be sworn into office at May’s meeting.

**Next meeting May 23, 2017**

Dora Becker moved to adjourn the meeting at 7:30 p.m. Seconded by Tracey Drennen-Alexander. Vote:\_\_\_7\_\_Ayes\_\_\_0\_\_Nays, \_\_\_\_0\_\_\_Absent. Motion Carried.

Hollace Zipfel,

Secretary