Freeburg Area Library District Board of Trustees Meeting

May 23, 2017

**Regular Board Meeting** called to order at \_\_\_7:15\_\_\_ 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 present.

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

**Reorganization of the Board**

1. Official Canvas: Letter received from Thomas Holbrook, Country Clerk. Letter

included the correct copy of the Canvass of votes cast at the Consolidated Election

Held in St. Clair County on April 4, 2017. See enclosed letter.

2. Swearing in of incumbents Dora Becker, Terry Groth, Heather Humphries and new

Trustee, Gina Heiligenstein, by Kristin Green, Director.

3. Nomination and Election of Officers:

**For the Office of President**: Nomination made by Holly Zipfel for Tracey Drennen- Alexander for President. Seconded by Gina Heiligenstein. No further nominations received for President. Vote: \_\_7\_Ayes, \_0\_ Nays. Motion carried.

**For Office of Vice-President**: Nomination made by Dora Becker for Terry Groth for

Vice-President. Seconded by Holly Zipfel. No further nominations received for Vice-President. Vote:\_\_7\_\_Ayes, \_\_0\_\_Nays. Motion carried.

**For Office of Secretary:** Nominationmade by Heather Humphries for Gina Heiligenstein for Secretary. Seconded by Tracey Drennen-Alexander. No further nominations received for Secretary. Vote: \_\_7\_\_Ayes, \_\_0\_\_Nays. Motion carried.

**For Office of Treasurer:** Nomination by Tracey Drennen-Alexander for Dora Becker as Treasurer. Seconded by Heather Humphries. No further nominations received for Treasurer. Vote: \_\_7\_\_, \_\_0\_\_Nays. Motion carried.

Vicki Helms, after many faithful years of service, happily turned the gavel over to Tracey-Drennen-Alexander. Tracey Drennen-Alexander took over as presiding officer of this May 23, 2017 Trustees Meeting of the Freeburg Area Library Board of Trustees.

4. Formation of committees: Following committees were appointed by Tracey Drennen-Alexander

Policy Committee: Gina Heiligenstein, Holly Zipfel, Tracey-Drennen-Alexander, & Kristin Green.

Finance Committee: Dora Becker, Terry Groth, Tracey-Drennen-Alexander & Kristin Green.

Building Committee & Grounds Committee: Terry Groth, Ron Stellhorn, Tracey Drennen-Alexander & Kristin Green.

Personnel Committee: Ron Stellhorn, Dora Becker, Tracey Drennen-Alexander &

Kristin Green.

Publicity Committee: Gina Heiligenstein, Holly Zipfel, Tracey Drennen-Alexander & Kristin Green.

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

Motion made by ­­Dora Becker to accept the April 28, 2017 minutes as presented, Seconded by Terry Groth. 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 Terry Groth to approve the payment of all bills totaling, $ 4,707.32. Seconded by Dora Becker. Roll Call: Dora Becker \_A\_ Tracey Drennen-Alexander \_A\_, Terry Groth A, Gina Heiligenstein\_\_A\_\_\_ , Heather Humphries \_\_A\_\_, Ron Stellhorn \_\_A\_\_\_\_, Holly Zipfel \_\_A\_\_. \_7\_Ayes, \_\_0\_\_Nays, \_\_\_0\_\_\_Absent Motion Carried.

**Director’s and Youth Services Reports:**  Report by Director Kristin Green. . 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:

Motion made by Terry Groth to hire Bel Clair Electric to replace bulbs etc. Seconded by Dora Becker. Roll Call: Dora Becker \_A\_ Tracey Drennen-Alexander \_A\_, Terry Groth A, Gina Heiligenstein \_\_Abstain\_\_\_ , Heather Humphries \_\_A\_\_, Ron Stellhorn \_\_A\_\_\_\_, Holly Zipfel \_\_A\_\_. \_6\_Ayes, \_\_0\_\_Nays, \_\_\_1\_\_\_Abstain Motion Carried.

**New Business:**

1. Review of the 6:46 pm “Walk-through”

Downspouts/splash blocks need elevated. Ron to check into what is needed

Weeds in rocks; Kristin to contact Dandy Mowing

Sealer & cracks on front and back parking lots. Get bids.

Windows need washed. Kristin will get bids for twice a year.

Ceiling tiles around vents dirty. See if spray paint will do job.

Books etc are fading from sun coming in south windows. See if closing blinds

at sunny times of day will correct this problem.

**Discussion:** No further discussion or action taken at this time.

2. Public perception of the library

While Kristin Green was on vacation there was an incident with an upset mother and two of the front desk employees. Reports were completed by Candace Hancock and Joyce Ingold. There was apparently a lot of “she said they said” and rumors got out of hand. As soon as Kristin got back from vacation, Kristin met with the mother and problems were amiably resolved. All reports and the mother’s complaint are on file.

3. Non-Resident Library Card FY2017-2018:

After a brief discussion. Motion made by Terry Groth to keep fees the same at $125.00. Seconded by Dora Becker. Roll Call: Dora Becker \_A\_ Tracey Drennen-Alexander \_A\_, Terry Groth A, Gina Heiligenstein\_\_A\_\_, Heather Humphries \_\_A\_\_, Ron Stellhorn \_\_A\_\_\_\_, Holly Zipfel \_\_A\_\_. \_7\_Ayes, \_\_0\_\_Nays. Motion Carried.

4. Policy Review:

**#17 Meeting Room Policy**

Discussion: Several suggestions and ideas were offered. It was decided more information was needed  
  
Motion made by Dora Becker to table the passing of policy **#17 “Meeting Room Policy”**

Until next meeting. Seconded by Holly Zipfel. Vote: \_\_7\_\_Ayes, \_\_0\_\_Nays, . Motion Carried

5. Finance Committee Meeting to discuss working budget and staff salaries for FY2017-2018. Dora will get back to committee with date, time and place.

**Board Questions or Concerns:** None

**Next meeting June 27, 2017**

Terry Groth moved to adjourn the meeting at 9:11 p.m. Seconded by Heather Humphries.. Vote:\_\_\_7\_\_Ayes\_\_\_0\_\_Nays.. Motion Carried.

Hollace Zipfel,

Secretary