**Freeburg Area Library District Board of Trustees Meeting**

**December 19, 2017 @ 7:00 p.m.**

**Regular Board Meeting** called to order at 7:01   pm by Tracey Drennen-Alexander.

**Roll Call**:  Dora Becker - P,  Tracey Drennen-Alexander - P,  Terry Groth  - Absent,  Gina Heiligenstein  - P, Heather Humphries - P, Ron Stellhorn  - P, Holly Zipfel - P.   Present -  6,  Absent - 1 . Director Kristin Green - P

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

**Minutes from November 24,2017** were reviewed

 Motion made by Holly Zipfel  to accept the November 28, 2017 minutes as presented, seconded by Heather Humphries. .  Vote: \_6\_Ayes, \_0\_Nays, \_1\_Absent

Motion carried.

**Treasurer’s Report**: 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 the bills totaling  $2,349.29, seconded by Holly Zipfel. Roll Call: Dora Becker A , Tracey Drennen-Alexander A , Terry Groth Absent, Gina Heiligenstein A, Heather Humphries A, Ron Stellhorn A, Holly Zipfel A. Vote: \_6\_Ayes, \_0\_Nays, \_1\_ Absent. Motion carried.

**Director’s Report**:  Report by Director Kristin Green. See attached Director’s report.

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

**Correspondence**:  Cindy Beabout provided information on More at 4 partnership with the library.  This will be put on the January meeting agenda.

**Unfinished Business:**

1. **E-rate Bids**

**Motion** made by Holly Zipfel to accept the bid of Clearwave Communications for a 60 month contract, seconded by Dora Becker. Roll Call: Dora Becker \_A\_, Tracey Drennen-Alexander \_A\_\_, Terry Groth Absent, Gina Heiligenstein \_A\_, Heather Humphries \_A\_, Ron Stellhorn \_A\_, and Holly Zipfel \_A\_.   6 - Ayes,  0  - Nays,  1 - Absent.  Motion Carried.

1. **Updated quote to move shelves -** tabled and moved to future board meeting.

1. **Holiday Dinner/Staff Gifts**

The Holiday Dinner will be held at Reifschneder’s  on January 13, 2018 at 6:00 pm.  Staff received a monetary gift from the Friends of the Library.

**New Business**:

1. **Policy Requirement: Sexual Harassment Prohibition Policy & Sexual Harassment Prohibition Policy Ordinance 2017-10**

         **Motion** made by Holly Zipfel to approve the Sexual Harassment Prohibition Policy & Sexual Harassment Prohibition Policy Ordinance 2017-10and accept by title only Sexual Harassment Prohibition Policy & Sexual Harassment Prohibition Policy Ordinance 2017-10**,** seconded by Heather Humphries.

    6  - Ayes,  0  - Nays,  1 - Absent.  Motion Carried.

**2. Per Capita Grant Requirement: OMA Electronic Training:** The Board was made aware of the Per Capita Grant requirement and will complete the training by January 12, 2018.

**3.**  **Board questions and Concerns:**

**Adjournment** Dora Becker moved to adjourn the meeting at 7:53 pm, seconded by Heather Humphries.  Vote:  6  Ayes,  0 Nays,  1  Absent.  Motion carried.