Freeburg Area Library District Board of Trustees Meeting

July 25, 2017 @ 7pm

**Regular Board Meeting** called to order at 7:05 pm by President Tracey Drennen-Alexander.

**Roll Call**: Dora Becker - P, Tracey Drennen-Alexander - P,  Terry Groth - P, Gina Heiligenstein - P , Heather Humphries \_\_A\_\_, Ron Stellhorn - P , Holly Zipfel \_A\_.  5 -  Present, 2 - Absent. Director Kristin Green - P.

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

**Minutes from June 27, 2017** were reviewed

**Motion** made by Dora to accept the July 25, 2017 minutes as presented, seconded by Terry . Vote: \_\_5\_\_Ayes, \_\_\_0\_\_Nays, \_\_2\_\_Absent

Motion carried.

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

**Monthly Bills**: **Motion** made by Terry to approve the payment of all the bills totaling  $16,519.22 , seconded by Dora . Roll Call: Dora Becker \_A\_, Tracey Drennen-Alexander \_A\_, Terry Groth \_A\_, Gina Heiligenstein \_A\_, Heather Humphries \_Ab\_\_, Ron Stellhorn \_\_A\_, Holly Zipfel \_\_Ab\_. Vote: 5 -Ayes,

0 - Nays, 2 - Absent. Motion carried.

**Director’s Report**:  Report by Director Kristin Green. See attached Director’s report. **Motion** made by Dora to authorize $400.00 from the Bea Fries estate to purchase 2017 Freeburg Homecoming supplies, seconded by Terry. Motion carried.

Roll Call: Dora Becker \_A\_, Tracey Drennen-Alexander \_A\_, Terry Groth \_A\_, Gina Heiligenstein \_A\_, Heather Humphries \_Ab\_\_, Ron Stellhorn \_\_A\_, Holly Zipfel \_\_Ab\_. Vote: 5 -Ayes,

0 - Nays, 2 - Absent. Motion carried.

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

**Correspondence**: Letter from Linda Locke on resignation. Also, informational letter for petition of the annexation of the Monroe Property to Village of Freeburg.

**Unfinished Business**:

1. **Policy Review:**

**17. Meeting Room Policy: (Private Use) -** tabled until August

**5. Review Bids:**

**B. Handyman - bid finished - $125 Alex Nickens**

**New Business**:

1. **Board President needs to assign two board members to review the minutes from fiscal year (Dora and Heather completed in 2016) for the Illinois Public Library Annual Report.**

**Discussion**: Terry Groth and Ron Stellhorn volunteered to review the minutes from fiscal year for the Illinois Public Library Annual Report.

**2. Review Statements of Receipts and Disbursements**

**3. Ordinance 2017-2, Equipment & Building Tax Levy**

**Motion** made by Dora to read and adopt by title only  for final passage, and seconded by Terry. Roll Call: Dora Becker \_A\_ Tracey Drennen- Alexander \_A\_, Terry Groth \_A\_ , Gina Heiligenstein \_A\_, Heather Humphries \_Ab\_, Ron Stellhorn \_A\_, and Holly Zipfel \_Ab\_.

\_5\_ Ayes, \_0\_ Nays, \_\_2\_ Absent.  Motion Carried.

**4. Ordinance 2017-3, Conduct of Patrons**

**Motion** made by Dora to  read and adopt by title only for final passage, and seconded by Terry . Roll Call: Dora Becker \_A\_ , Tracey Drennen- Alexander \_A\_, Terry Groth \_A\_, Gina Heiligenstein \_A\_, Heather Humphries \_Ab\_, Ron Stellhorn \_A\_ , and Holly Zipfel \_Ab\_ .  \_\_5\_ Ayes, \_0\_\_  Nays, \_\_2\_ Absent.  Motion Carried.

**5. Ordinance 2017-4, Confidentiality of Records**

**Motion** made by Dora to read and adopt by title only for final passage, and seconded by Terry . Roll Call: Dora Becker \_A\_, Tracey Drennen- Alexander \_A\_\_, Terry Groth \_\_A\_\_, Gina Heiligenstein \_\_A\_\_, Heather Humphries \_Ab\_\_\_, Ron Stellhorn \_A\_\_, and Holly Zipfel \_Ab\_\_. \_\_5\_\_  Ayes, \_0\_\_ Nays, \_2\_\_ Absent.  Motion Carried.

**6. Ordinance 2017-5, Lost, Damaged, and Overdue Items**

**Motion** made by Dora to read and adopt by title only for final passage, and seconded by Terry. Roll Call: Dora Becker \_\_A\_\_, Tracey Drennen- Alexander\_\_A\_\_, Terry Groth \_\_A\_\_, Gina Heiligenstein \_\_A\_\_, Heather Humphries \_\_Ab\_\_ , Ron Stellhorn \_\_A\_, and Holly Zipfel \_\_Ab\_. \_5\_\_ Ayes, \_\_0\_\_ Nays, \_2\_ Absent.  Motion Carried.

**7. Ordinance 2017-6, Meeting Date Ordinance**

**Motion** made by Dora to read and adopt by title only for final passage, and seconded by Terry. Roll Call: Dora Becker \_A\_, Tracey Drennen- Alexander \_A\_ , Terry Groth \_A\_, Gina Heiligenstein \_A\_\_, Heather Humphries \_\_Ab\_, Ron Stellhorn \_\_A\_, and Holly Zipfel \_\_Ab\_. \_5\_Ayes, \_\_0\_\_ Nays, \_\_2\_ Absent.  Motion Carried.

**8. Ordinance 2017-7, President appoints Ethics Advisor (Ethics Act, Article 15, p.7)**

**Motion** made by Dora to read and adopt by title only for final passage, and seconded by Terry. Roll Call: Dora Becker \_\_A\_, Tracey Drennen- Alexander \_\_A\_\_, Terry Groth \_\_A\_, Gina Heiligenstein \_\_A\_, Heather Humphries \_Ab\_\_, Ron Stellhorn \_\_A\_\_, and Holly Zipfel \_Ab\_\_. \_\_5\_ Ayes, \_\_0\_\_ Nays, \_\_2\_ Absent.  Motion Carried.

President appointed Kristin Green and Candace Hancock as ethics advisors.

**9.**  **Policy:Investment Policy**

**Motion** made by Gina to approve the Investment Policy, and seconded by Terry. Roll Call: Dora Becker \_\_A\_, Tracey Drennen-Alexander \_\_A\_ , Terry Groth \_\_\_A\_\_, Gina Heiligenstein\_\_A\_, Heather Humphries \_\_\_Ab\_, Ron Stellhorn \_\_A\_\_, and Holly Zipfel \_Ab\_\_. \_\_\_5\_\_ Ayes, \_\_\_0\_ Nays, \_\_2\_ Absent.  Motion Carried.

**10. Policy: Updated Freedom of Information Act/ President appoints FOIA/OMA Officers**:

**Motion** made by Gina  to approve as updated the Freedom of Information Act and President appoints Kristin Green as FOIA/OMA Officer and seconded by Terry. Roll Call: Dora Becker \_\_A\_, Tracey Drennen-Alexander \_\_A\_, Terry Groth \_A\_\_, Gina Heiligenstein \_\_A\_, Heather Humphries \_\_Ab\_, Ron Stellhorn \_\_A\_, and Holly Zipfel \_Ab\_\_. \_\_5\_\_ Ayes, \_0\_\_ Nays, \_2\_\_ Absent. Motion Carried.

**11. Review Personnel Policy**

**Motion** made by Dora to approve as corrected the Personnel Policy seconded by Ron. Roll Call: Dora Becker\_\_A\_\_, Tracey Drennen-Alexander \_\_A\_\_, Terry Groth \_A\_, Gina Heiligenstein \_A\_\_, Heather Humphries \_\_Ab\_, Ron Stellhorn \_\_A\_, and Holly Zipfel \_Ab\_. \_\_5\_\_ Ayes, \_\_0\_\_ Nays, \_\_2\_\_ Absent.  Motion Carried.

**12. Staff Changes**

**Motion** made by Dora to accept the resignation of Linda Locke, seconded by Gina. Roll Call: Dora Becker\_\_A\_\_, Tracey Drennen-Alexander \_\_A\_\_, Terry Groth \_A\_, Gina Heiligenstein \_A\_\_, Heather Humphries \_\_Ab\_, Ron Stellhorn \_\_A\_, and Holly Zipfel \_Ab\_. \_\_5\_\_ Ayes, \_\_0\_\_ Nays, \_\_2\_\_ Absent.  Motion Carried.

**Board Questions or Concerns:**

**Adjournment**: Dora moved to adjourn the meeting at 8:47 pm, seconded by Terry. Vote:  \_5\_Ayes, \_\_0\_Nays, \_\_2\_ Absent.  Motion carried.

Gina Heiligenstein

Secretary