

Freeburg Area Library District Board of Trustees Meeting
December 18, 2018

Regular Board Meeting called to order at 7:00 p.m. by President Tracey Drennen-Alexander.

Roll Call; Dora Becker- P, Toni Beisiegel- Absent, Tracey Drennen-Alexander- P, Gina Heiligenstein- Absent, Ron Stellhorn- P, Holly Zipfel P. 4 Present. Absent.. --2- Unfilled Vacancy -1- . Director Kristin Green present.

Recognition of Visitors and Comments from the Public. Mary Blaies

Minutes from November 27, 2018 were reviewed.

Motion made by Dora Becker to accept the November 27, 2018 minutes as presented. Seconded by Ron Stellhorn. Vote; 4 Ayes, 0 Nays, 2 Absent, 1 Unfilled Vacancy 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, \$2940.75 plus the total of the Villiage bill when it arrives.. Seconded by Ron Stellhorn. Roll Call: Dora Becker-A, Toni Beisiegel- Absent, Tracey Drennen-Alexander- A, Gina Heiligenstein- Absent, Ron Stellhorn- A, Holly Zipfel- A. 4 Ayes, 0 Nays, 2 Absent 1 Unfilled Vacancy. Motion Carried.

Director's and Youth Services Reports: Report by Director Kristin Green. . See attached Director's Report

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

Correspondence:

1. Donation of \$250.00 received from the children and families of Betty Huwer in honor of Mrs. Huwer's 90th birthday.

2. Letter from Mary Blaies requesting she be considered for one the Trustee vacancies on the Library Board.
3. Survey received from Freeburg Village concerning cross contamination of water lines. Survey due back at City Hall by December 31, 2018.

Unfinished Business:

1. **Trustee Vacancy** - Mary Blaies was introduced as a candidate for the vacancy on the Library Board. After a brief presentation by Mrs. Blaies her résumé was accepted and the members of the board told Mrs. Blaies they would consider her for the position and get back to her.
2. **Staff Employment Probationary Evaluation.** Director, Kristin Green, reported that the evaluation went well. Employee scored 100% on the test. Employee was visibly upset after reading her over all written evaluation but has had a positive result since, which was encouraging.
3. **Holiday Dinner & Staff Gifts.** Dora reported that the “Friends of the Library” would present their gifts to the staff at the holiday dinner. After a brief discussion Motion made by Tracey Drennen-Alexander to give each staff member a \$25.00 Gift Card to Amazon. Seconded by Ron Stillhorn. After further discussion Dora Becker Amended the Motion to read \$25.00 Cash to each of the 8 employees. Seconded by Ron Stellhorn. Roll Call: Dora Becker-A, Toni Beisiegel- Absent, Tracey Drennen-Alexander- A, Gina Heiligenstein- Absent, Ron Stellhorn- A, Holly Zipfel- A. 4 Ayes, 0 Nays, 2 Absent, 1 Unfilled Vacancy. Motion Carried.

Ideas for the Holiday Dinner were presented. Motion made by Dora Becker to hold dinner at the Library, in The Media Center, on January 4, 2019 at 6:30pm, catered by Stephanie Miller not to exceed \$350.00. Seconded by Ron Stellhorn. Roll Call: Dora Becker-A, Toni Beisiegel- Absent, Tracey Drennen-Alexander- A, Gina Heiligenstein- Absent, Ron Stellhorn- A, Holly Zipfel- A. 4 Aye 0 Nays, 2 Absent, 1 Unfilled Vacancy. Motion Carried.

New Business:

1. **Per Capita Grant Requirement: Trustees shall review Chapters 8, Public Services: Reference and Reader’s Advisory Services, of “Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014.”**

2. **Policy Requirement: Sexual Harassment Prohibition Policy & Sexual Harassment Prohibition Policy Ordinance 2018-10.** Dora Becker moved the Sexual Harassment Prohibition Policy & Sexual Harassment Prohibition Policy Ordinance 2018-10 be approved by title only and final passage. Seconded by Ron Stellhorn. Vote; 4 Ayes, 0 Nays, 2 Absent, 1 Unfilled vacancy. Motion carried

3. **FY17-18 Audit Review.** Motion made by Dora Becker to Accept FY17-18 Audit Review by Moore & Simonin, PC. Seconded by Ron Stellhorn. Vote; 4 Ayes, 0 Nays, 2 Absent. 1 Unfilled Vacancy. Motion carried

7. **Board Questions or Concerns - None**

Next meeting January 22, 2019

Dora Becker moved to adjourn the meeting at 8:10p.m. Seconded by Tracey Drennen-Alexander. Vote: 4 Ayes, 0 Nays, 2 Absent, 1 Unfilled Vacancy. Motion Carried.

Hollace Zipfel
Acting Secretary