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

**November 27, 2018 @ 7:00 p.m.**

**Regular Board Meeting** called to order at 7:02 pm by Tracey Drennen-Alexander.

**Roll Call**:  Dora Becker - P, Toni Beisiegel - P, Tracey Drennen-Alexander - P, Gina Heiligenstein  - P, Ron Stellhorn - P, Holly Zipfel - P. Present - 6, Absent - 0. Director Kristin Green - present.

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

**Minutes from October 23, 2018, were reviewed**

        Motion made by Holly Zipfel to accept the November 27, 2018  minutes as amended, seconded by Dora Becker. Vote: \_6\_Ayes, \_0\_Nays,  0 Absent. Motion carried.

**Treasurer’s Report**: Report 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                        $ 8,581.49, seconded by Holly Zipfel. Roll Call: Dora Becker A, Toni Beisiegel - A, Tracey Drennen-Alexander - A, Gina Heiligenstein - A, Ron Stellhorn  - A, Holly Zipfel- A. Vote: \_6\_Ayes,\_0\_Nays, 0\_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 the attached Youth Services Coordinator’s Report.

**Correspondence**:

* Email from Shannon Webster concerning the Freeburg Area Library Board of Trustees vacancy.

**Unfinished Business:**

**New Business**:

**1.   Approval needed for Ordinance 2018-19 “Tax Levy” for the Fiscal Year 2018-2019.**

Dora Becker approved Ordinance 2018-19 “Tax Levy” for the Fiscal Year 2018-2019 by title only and final passage. Seconded by Holly Zipfel. Roll Call: Dora Becker A, Toni Beisiegel - A, Tracey Drennen-Alexander - A, Gina Heiligenstein - A, Ron Stellhorn  - A, Holly Zipfel- A. Vote: \_6\_Ayes,\_0\_Nays, 0\_Absent. Motion carried.

**2.** **Per Capita Grant Requirement: Trustees must review Chapters 6-10 of the “Trustees Facts File Third Edition.”**

Trustees received a copy of **Chapters 6-10 of the “Trustees Facts File Third Edition ”** toread and review.

**3. Per Capita Grant Requirement: Trustees will complete at least one free online education opportunity focusing on meeting the needs of patrons with challenges or disabilities.  “Serving the Underserved: Children with Disabilities at Your Libary.”** [**http://www.webjunction.org/events/webjunction/serving-the-underserved-children.html**](http://www.webjunction.org/events/webjunction/serving-the-underserved-children.html)

Trustees received information and website concerning the **Per Capita Grant Requirement:** which will allow the trustees to complete at least one free online education opportunity focusing on meeting the needs of patrons with challenges or disabilities.  “Serving the Underserved: Children with Disabilities at Your Libary.” [**http://www.webjunction.org/events/webjunction/serving-the-underserved-children.html**](http://www.webjunction.org/events/webjunction/serving-the-underserved-children.html)

**4. Per Capita Grant Requirement: Trustees will familiarize themselves with services provided by the Illinois Veteran's History Project:**

[**http://www.cyberdriveillinois.com/departments/library/public/verteransproject.html**](http://www.cyberdriveillinois.com/departments/library/public/verteransproject.html)

Trustees received information and website concerning the **Per Capita Grant Requirement:** which will allow the trustees will familiarize themselves with services provided by the Illinois Veteran's History Project:

[**http://www.cyberdriveillinois.com/departments/library/public/verteransproject.html**](http://www.cyberdriveillinois.com/departments/library/public/verteransproject.html)

**5.  Staff Employment Probationary Evaluation -**

The probationary period for one of the newer staff members will be concluding on December 18, 2018.  It was brought to the attention of the trustees that improvement is needed and that Kristin Green will address these issues with the individual.

The probationary period for the other new staff member will be concluding in January of 2019.

**6.  Holiday Dinner/Staff Gifts**

A holiday pot-luck was scheduled for January 4, 2019, at 6:30 in the meeting room of the Freeburg Area Libary.  The Friends of the Libary, Freeburg Area Library District Board of Trustees, and Freeburg Area Library staff are invited to attend.

The issue of staff gifts was tabled until the December 18, 2018 Board Meeting.

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

**Adjournment** -    Holly Zipfel moved to adjourn the meeting at 8:26, seconded by  Gina Heiligenstein. Vote: 6 -Ayes, 0 - Nays, 0 - Absent. Motion carried.