

**PEOTONE PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
September 20, 2016**

Call to Order: 6:43 pm by Sandra Gall, Library Board President.

Pledge to the U.S. Flag: Recited at Public Hearing.

Roll Call: Taken by S. Gall: M. Baker: absent, M. Cann: present, S. Gall: present, K. LeClaire: absent, VACANCY, J. Mills: present, D. Stacy: present.

Others attending: Noreen Bormet: Library Director, Ruth Welzen: Library Bookkeeper, Matt Melvin of Mack & Associates CPA.

Public Forum: None attending.

Minutes from August 16, 2016: No additions or corrections noted. Motion to approve August 16, 2016 minutes by J. Mills, seconded by M. Cann. Motion carried, none opposed.

Bills from September 1 – September 13, 2016 Discussion: Two bills from Cintas – one for mats, second for OSHA compliant first aid cabinet. Motion to approve payment of bills by D. Ladislas, seconded by D. Stacy. All in favor, none opposed. Motion to pay bills carried.

Financial Report: Motion to approve Financial Report and file for Audit by D. Stacy, seconded by J. Mills. All in favor, none opposed. Motion carried. N. Bormet introduced Matt Melvin of Mack & Associates, Certified Public Accountants presented report of annual audit. M. Melvin gave an overview of the audit of the financial statements of the Peotone Public Library District, Illinois, for the year ended June 30, 2016. In summary, he stated, “A clean opinion. Several board members, N. Bormet and R. Welzen were concerned over the listing of a separation of duties that was addressed in the last audit and since corrected was not removed from the report. Mr. Melvin was going to look into this and get a corrected report. Report was accepted by the Board with correction.

Director’s Report: See attached Director’s Report. Additional comments: N. Bormet stated:

- Election packets are available for the April 4, 2017 election at the circulation desk.
- Attending the October 1 Workshop for Directors and Trustees at Lisle Library on Board Mtgs.
- ILA (Illinois Library Association) Conference is October 18-20 in Rosemont – going Oct. 19-20.
- Next project will be updating the telephone system – J. Mills volunteered to help assist.

RAILS NEWS: The next member update is scheduled for September 29. The amended Core Standards are still under review by the membership.

Library Building: Tyco Representative met with N. Bormet to review our security system and discuss changes in store for 2G upgrade to 4G. Scotty’s applied our third application to the landscaping. D. Stacy mentioned that it would be a good time of year to have mulch added to our flower/shrub beds.

MONEE NEWS: St. Paul Octoberfest was Saturday Sept. 17, 2016 – Trustees Cann and Stacy aided N. Bormet with kids’ craft project. The Monee Fire Department is having an Open House on October 8. Halloween Happenings at Firemen’s Park on October 29.

PEOTONE NEWS: The library had a table at the Mill Fest on Sunday, September 18 – crafts for kids and story-walk were successful. Final for the year - Peotone Farmer’s Market Sat. Sept. 24 8 am- noon. Friends of the Library will host Book Sale at Library September 22-24. Homecoming parade is September 30 at 4pm.

OLD (Unfinished) BUSINESS:

Special Reserve Fund projects – Fall interior painting will be done by Jon Panozzo which includes the meeting room and director’s office. Motion made by J. Mill, seconded by M. Cann. Motion carried. In the spring more of the interior painting will be completed.

Strategic Plan – The draft letter was approved and mailings will be sent out to the focus group before the end of September for a November 10 brain-storming session.

NEW BUSINESS:

Annual Audit by Mack & Associates P.C. – Matt Melvin presented the report under the Financial Report portion of the meeting.

Adjournment at 8:17 pm.

Next Regular Board meeting scheduled for October 18, 2016, at 6:30 pm.

Respectfully Submitted,

Diane Stacy, Acting Secretary