

## PEOTONE PUBLIC LIBRARY DISTRICT

**DATE: March 17, 2015**

### BOARD MEETING MINUTES

**Call to order:** 6:30 pm By S. Gall, Board President

**Pledge to the U.S. Flag:** Recited

**Roll Call:** M Baker-present, M. Cann -present, S. Gall –present, K. LeClaire –present, A.M.Manning-Nagel –absent, J.Mills –present, D.Stacy –present

Others attending: Noreen Bormet, Library Director, Ruth Welzen, Bookkeeper, and Tammi Slazyk,- Circulation Manager.

**Public Forum:** None Attending.

**Minutes from February 17, 2015:** No corrections or additions noted. Motion to approve by D. Stacy, seconded by J. Mills. All in favor, motion carried.

**Bills from March 1-March 7:** Comment made, “Not many due to short time period.” Motion to approve by D. Stacy, seconded by K. LeClaire. All in favor, filed for audit.

**Financial Report:** Question of balances at First Midwest Bank on March 7- amount will appear as: \$ 387,972.14. \$50,000.00 -next month will show in Special Reserve Funds at First Community Bank. Certificate of Deposit is the Monee Building fund- \$43,840.60. Capital Expenditures will be reviewed next month. Scanner expense of \$7,000.00 may be moved to computer expense. Developer Fee is not guaranteed so have the sum of \$76,000.00 in a regular savings account from several years ago, this will be transferred to Special Reserve Fund. First Midwest has money taken out for parking lot. Everyday bills are paid out of First Midwest checking account.

**Director’s Report:** See attached. Additional comments: Tammi Slazyk stated she was in charge of Circulation Desk, checks patrons in and out. She is in charge of training- knowing all the rules deliveries, holds, going out to other libraries, inter-library loans from across the country. Handles book repair, in charge of shelving books, staff protocol, directing patrons to reference area. Noted some patrons come in without proof of residency. After security seminar we now have security log at desk to note persons who make staff feel uncomfortable. Noted an instance where a potential patron offered his sister’s place of residence as his credentials, not valid. She keeps her staff informed and up to date on procedures. Board ask her if she had any suggestions and concerns. Tammi stated phone system is 10+ years old, would like to see it

updated. Would like to see increase in patrons, noting some go to other libraries. The staff is updating the data, adding DOB, correcting addresses, email addresses. Main reason for this update is to correct duplicates and for identity, in case of duplicate names. Additional comments from N. Bormet - Board trustees should let her know if they would like to attend. Severe Weather Spotter Training Mon. March 30 1:00pm Monee Village Hall Board Room, Taste of KALA Fri. April 17 6-10pm LACONI Dinner, email board with additional information. Farmer's Market- trying to expand vendors.

**RAILS News:** Register for L2 participate.

**Library Building:** Suggestion by D. Stacy to determine if **Friends of the Library** would be interested in planting and maintaining Flower bed of Profusion Zinnias near sidewalk entrance of building.

**Monee News:** D. Stacy announced the Pancake Breakfast Fundraiser to be held at Schoop's in Monee this coming Sat. for Monee Historical Society.

**Peotone News:** April 9 from 5-7pm Peotone Chamber Business after Hours event at Sammy's Pizza- "7 Keys to enhancing Social Security Benefits". Village of Peotone is building an App for smartphone, to include Library website information.

**Old Business:** N. Bormet states still working on getting estimate for grass project. HVAC project on hold. EDGE workbook- N. Bormet has taken 3 classes. Per Capita grant - reviewing and updating guidelines. Self- Checkout: Not applicable at this time, we prefer personal touch, seniors and young patrons appear to like it. A community survey to be distributed in future to determine what they're looking for.

→ *Identity Protection Policy approved M. Cann + J. Mills. Adopted.*

**New Business:** Will review PPLD Identity Protection Policy, Board will review. Distributed flier to board: WEB Junction IL-What does a Library Trustee Do? Noreen encouraged Board members to take a look at this.

**Adjournment:** Motion to adjourn by D. Stacy, seconded by J. Mills. All in favor. Meeting adjourned at 7:49 pm.

**Next Board Meeting: May 19, 2015 at 6:30pm**

Respectfully submitted,



Karen LeClaire, Secretary