

**PEOTONE PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
June 21, 2016**

Call to Order: 6:31 pm by Sandra Gall, Library Board President.

Pledge to the U.S. Flag: Recited.

Roll Call: Taken by Sandra Gall, President: M. Baker: present, M. Cann: present, S. Gall: present, K. LeClaire: present, D. Ladislav: present, J. Mills: present, D. Stacy: present.

Others attending: Noreen Bormet: Library Director, Ruth Welzen: Library Bookkeeper.

Public Forum: None attending

Regular Board Meeting Minutes: from May 17, 2016; No additions or corrections noted. Motion to approve by J. Mills, seconded by D. Stacy. All in favor, none opposed. Motion carried.

Bills from June 1 – June 14, 2016. Question and discussion regarding cleaning service amount. Motion to approve payment of bills by D. Ladislav, seconded by M. Baker. All in favor, none opposed. Motion to pay bills carried. Filed for audit.

Financial Report: Discussion: Announced audit will take place August 11, 2016. Question and discussion on balance of loan. Question and discussion of Special Reserve Fund to be addressed later. Motion to file for audit by M. Cann, seconded by M. Baker. All in favor, none opposed. Motion carried. Financial report filed for audit.

Director's Report: See attached Director's Report. Additional comments: N. Bormet stated first Farmer's Market went well, heat affected number of attendees.

RAILS News: Heartland System and RAILS received bid to deliver beginning July 1, 2016. Adding colleges and community colleges to route. Will be preparing to have 24 hr. turnover. Hub will be in Bolingbrook. ENCORE - will be updated. PrairieCat committee working to update the search page.

LIBRARY BUILDING: Special Reserve Fund: to replace door, upgrade lighting, repair HVAC. We need to add to this fund to cover the costs of signage and lighting, painting interior (to designate different areas). In anticipation of major update Building expenses, we may need to replace AC unit and or heating (under emergency expenses).

New: Landscaping upgrade- N. Bormet will get pricing for Gazebo/pergola. Possible area in grassy section for book discussions, table for crafts. Possibly remove scratchy/overgrown bushes alongside of building.

Discussion on Reference Section: S. Garner's Reference section includes Fiction/Non Fiction, Reference area now housed in 2 small shelves. Encyclopedias are replaced every 2 years.

Flag: Rope broke on Exterior Flag. New reinforced rope has been ordered. N. Bormet looking into who has a bucket truck to repair/install new rope.

MONEE NEWS: 6/22/16 Village "Open House" To talk to Village residents about improvements.

7/9/16 "Kid's Day" 10am-1pm. Youth Services will attend.

7/16/16 Slammer Game (Monee Day) - Tickets available at Village Hall

PEOTONE NEWS:

Farmer's Market 8am-12 Friends of Library offering free books, Library sponsoring Scoopy from Culvers.
9am-1pm Kids Fest on Main Street, Afternoon party in the Park with the Peotone Park District.

OLD BUSINESS:

- Strategic Plan: N. Bormet gave Board members worksheet for selecting members on Strategic Planning Committee to be place in folders. To represent all areas- 5 representatives of 5 townships included in district. N. Bormet suggested 9-12 members, she would appreciate help.
- Exterior Sign samples. Parvin Clauss, Friendly Signs. Discussion followed regarding Village code of ordinances.
- Short Takes for Trustees – Video 8- Evaluating Library Director viewed. Discussion followed.

NEW BUSINESS:

- Prevailing Wage Ordinance: Must be published - Verbal vote taken: 7ayes, 0 nays, 0 absent. Passed.
- Budget: N. Bormet decreased next fiscal year by approx. \$6,000. Last year increased E-Books. This year increased print books, as anticipating decrease in funding. Discussion of working budget, \$40,000 cash reserve. If put in Special Reserve fund it must stay in Special Reserve fund. Comment that DVD's will eventually become obsolete. This is a working budget, it can be adjusted. Motion to adopt working budget by M. Baker, seconded by M. Cann. All in Favor, none opposed. Motion to adopt Working Budget approved.
- **Closed Session per agenda:** Motion to go into closed session to discuss employment/compensation by M. Baker, seconded by J. Mills. Began: 8:17pm. Roll Call taken.
- **Closed Session Ended 8:41pm.**
- Motion to approve salary increase for staff by M. Baker, seconded by D. Ladislas. All in favor, motion approved.
- Motion to approve the amended 2016-18 Job Schedule by M. Baker, seconded by D. Stacy. All in favor, motion carried.
- Discussion of bricks, donation tree possibilities.
- S. Gall received a card from Great Lakes Basin Transportation regarding time frame of July 15 for comments of objections.

Motion to adjourn by J. Mills, seconded by M. Baker. All in favor, none opposed. Motion carried.

Adjournment: 8:48 pm. Next Regular Board meeting scheduled for **July 19, 2016, at 6:30 pm.**

Respectfully Submitted,



Karen LeClaire, Secretary

Peotone Public Library District