

PEOTONE PUBLIC LIBRARY DISTRICT
November 28, 2017
PUBLIC HEARING MINUTES
Truth in Taxation Hearing (Ordinance 2017-06)

Location: Library Meeting Room

Call to Order: 6:30pm by Sandra Gall, Library Board President

Pledge to the U.S. Flag: Recited.

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

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

Public Forum: None Attending.

Reading of Tax Levy Ordinance 2017-06: By Trustee Mills.

Trustee Cann moved to approve Tax Levy Ordinance 2017-06, seconded. All in favor, none opposed, Motion carried.

Move to adjourn by Trustee Baker, seconded. All in favor, none opposed. Motion carried.

Adjournment: 6:41 pm.

Respectfully Submitted,



Karen LeClaire, Secretary, Peotone Public Library District

**PEOTONE PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING MINUTES
November 28, 2017**

Location: Library Meeting Room.

Call to Order: 6:42 pm by Sandra Gall, Library Board President.

Pledge to the U.S. Flag: Recited.

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

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

Public Forum: None attending.

Regular Board Meeting Minutes: October 17, 2017: Correction: Under Peotone News: add "s" to end of Mill. Trustee Ladislas moved to approve minutes with correction, seconded, all in favor, none opposed. Motion carried.

Bills from October 11, 2017 – October 31, 2017 and November 1-14, 2017. Following discussion, Trustee Cann moved to approve payment of bills, seconded. All in favor, none opposed. Motion to pay bills carried. Filed for audit.

Financial Report: First Community Bank and Trust letter received regarding status of savings account. Trustee Cann will contact for information. Following discussion, Trustee Ladislas moved to file for audit, seconded. All in favor, none opposed. Motion carried. Financial report filed for audit.

Director's Report: See attached Director's Report. Additional comments by Director Bormet: Two new on staff, Katelynn Clark (Technical Services) and Adalie Kavanaugh (Circulation). Backup server (Carbonite) is expiring. Quote obtained. Trustee Baker moved to renew Carbonite contract, seconded. All in favor, none opposed. Motion carried. Ugly Sweater Day and staff lunch will to be held December 18. Trustee Mills moved to give Longevity bonus to staff as previous years, seconded, all in favor, none opposed. Motion carried.

RAILS News: Continued working with PrairieCat, delivery service is being streamlined. Per Capita Grant is due January 15, 2018.

LIBRARY BUILDING: Comcast service down yesterday, Nov. 27, on for 20 min, today. Will attempt to get Comcast service technician here tomorrow. Occupancy sensors have been installed from SEDAC energy audit in most of the building - will report to MEEA Energy Audit. Carpets to be cleaned December 2. Ductwork being worked on in Children's Area, due to leaks.

MONEE News:

- December 5 – Chamber Meeting at Frankie's Pizza 5pm.
- December 2 - 20th Tree Lighting ceremony
- Thank you letter received from St. Paul UCC for participation of Library at Oktoberfest.

PEOTONE News:

- Working on TIFF for Peotone Downtown district.
- New businesses in Sunset Plaza - NAPA Auto Parts and Chiropractic office.
- December 7 Peotone Chamber Christmas Party to be held at Terry's Ford 5-8pm.
- December 9 –Christmas in Peotone: Golf Around the Christmas Tree sponsored at Library, also will participate in Lighted Parade at 5pm in Downtown Peotone.

OLD (Unfinished) BUSINESS:

Tech Savvy Trustees – Per Capita Grant Requirements - Trustees given Trustee Facts File (Fourth Edition) to read for review for discussion, along with discussion of viewing of Library Security, view RAILS safety videos on site. Board to view the safety video by Dr. Steve Albright. Director Bormet requested Board email additional comments for report.

Telephone System update –Following update by Director Bormet , and review of proposal estimates, Trustee Mills moved to accept CNG contract proposal, seconded. All in favor, none opposed. Motion carried.

Rules and Regulation Policy (Code of Conduct) - Following review and discussion, change to page 3, #5, Trustee Mills moved to accept draft of Rules and Regulation Policy. Seconded, all in favor, none opposed. Motion carried.

NEW BUSINESS:

FAX/Scan Procedure – Director Bormet reported to the Board that now patrons are able to scan materials, email to themselves, and save to an external drive.

Move to adjourn by Trustee Ladislav, seconded. All in favor, none opposed. Motion carried.

Adjournment: 8:04 pm.

Next Regular Board Meeting: December 19, 2017, 6:30pm.

Respectfully Submitted,



Karen LeClaire , Secretary , Peotone Public Library District