

**PEOTONE PUBLIC LIBRARY DISTRICT  
BOARD MEETING MINUTES  
December 15, 2015**

**Call to Order:** 6:36 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, J. Mills: present, D. Stacy: present.

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

**Public Forum:** None attending.

**Oath of Office Ceremony:** Trustee Dawn Ladislav administered by Secretary K. LeClaire.

**Public Hearing Minutes from November 17, 2015:** No additions or corrections noted. Motion to approve by D. Stacy, seconded by J. Mills. All in favor, none opposed, motion carried.

**Regular Board Meeting Minutes: from November 17, 2015;** No additions, two corrections noted: under RAILS- change spelling "loose to lose", under Director's Report change "too to to". Motion to approve by D. Stacy, seconded by J. Mills. All in favor, none opposed. Motion carried.

**Bills from December 1 – December 8, 2015 Discussion:** Recommend sending Friends of Library a thank you note for \$600,00 donation. Clarifications: USI, Inc. disbursement for laminator. Motion to approve payment of bills by M. Baker, seconded by D. Stacy. All in favor, none opposed. Motion to pay bills carried.

**Financial Report: Discussion:** R. Welzen will send adjustment to auditor, check on figure listed for Land last month, should not be negative. Motion to approve Financial Report and file for audit by D. Stacy, seconded by M. Baker. All in favor, none opposed. Motion carried.

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

- Announced ILA Breakfast Feb.12, 2016, let her know if you plan to attend.
- Will be viewing Short Takes for Trustees- Video 2 –Board Meetings- next month will view Video 3.
- SAILS Mtg.: Jeannie Hynes informed N. Bormet what needs to be retained in records- to be done every year.
- Added attending Township meetings - will be sending Library newsletter to Churches, Township Halls, Village Boards, chamber meetings.

**RAILS News:** Member update. Continuing Education expanding and important to member libraries. Per Capita Grant funds are being spent on databases and adult books. Beginning of January - let Noreen know if trustee is planning on attending the ILA Breakfast, Tinley Park Feb. 12, 2016 7:45am.

**LIBRARY BUILDING:** Light up in parking lot, Struhbar did not charge for fixture with additional bulbs.

**MONEE NEWS:** Dec. 2, 2015 at 5:30 pm Chamber Christmas Party at Frankie's. D. Stacy attended. TIFF meeting tomorrow afternoon, Village meeting in evening.

**PEOTONE NEWS:** Chamber Holiday Party Dec. 10, 5-8pm Terry's Ford. N. Bormet and K. LeClaire attended. "Christmas in Peotone" Saturday Dec. 12. Library hosted "Putting Around the Christmas Tree" as our event 10-2pm. Well attended. Noreen drove Entry in the parade in the evening. Staff attended: Katelyn, Grace and Laura B.

**OLD BUSINESS:**

- Disaster Plan discussion to be reviewed ,Corrections made:
- Pg. 4 under: Employee Evacuation Procedure added" from any point in the building."
- Pg. 5 under: Explosion added "exit the building and go to designated area."
- Pg. 5 under: Fire added "extinguisher locations on facility map."
- Pg. 6 under: Medical Emergencies: Patron/Staff/Volunteer: added "Staff member", omitted: "and have them" added: "the form and have them sign it.", Underline "Do Not", after "immediately", add have.
- Pg.11 under: Library Board Trustee add Dawn Ladislas, under Circulation Managed added "Clerk" before Circulation Supervisor.
- Motion to accept added changes to Disaster Plan by J. Mills, seconded by M. Baker, All in favor, none opposed, Motion carried.
- N. Bormet suggested trustees check emails every other day for new messages, forward FIOA email requests to her.
- Short Takes for Trustees – Video 2- Board Meetings- Viewed. Discussion followed.

**NEW BUSINESS:**

**Oath of Office Ceremony:** Moved to beginning of meeting

**Closed Session pursuant to 5 ILCS 120/2:** Personnel and salary review. Opened: 7:43pm – Roll Call: Present – D. Stacy, D. Ladislas, M. Baker, M. Cann, K. LeClaire, J. Mills, S. Gall, N. Bormet - Motion to close Closed Session: 7:52pm. M. Baker/D. Stacy.

**Motion to adjourn** by J. Mills, seconded by D. Stacy. All in favor, none opposed. Motion carried.

**Adjournment:** 7:54pm.

Next Regular Board meeting scheduled for January 19, 2016, at 6:30 pm.

**Respectfully Submitted,**



Karen LeClaire, Secretary, Peotone Public Library District