

**MORRIS AREA PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES MEETING
Monday, December 14, 2015 at 6:30 PM
Multipurpose Room**

Call to Order and Roll Call for Board of Trustees Meeting

President Steve Larson called the meeting to order at 6:30. Trustees present were Larson, Joeine Dergo, Linda Jones, Michelle Pruum, and Doug Pryor. Absent was Jamie Lain. Also attending was a member of the public, Lorene Kennard, director and Jean Peterson, recording secretary.

Review of Agenda for Additions/Changes—None

Public Comment—Caroline Cummings

Seat new trustee—Carol A. Anderson was sworn in to replace Barb Boma who resigned September 23, 2015.

Review and Approval of Minutes of the Meeting on November 9, 2015—Motion was made to approve the minutes from November 9, 2015 by Pruum and seconded by Jones. Roll call vote was taken and approved with Anderson and Pryor abstaining.

Review and Approval of Bills & Payroll—Pryor motioned to approve the December, 2015 bills and payroll and was seconded by Larson. Roll call vote was taken and all approved.

Review and Approval of Treasurer's Report and Financial Reports—Pruum motioned to approve the Treasurer's and Financial Report's and was seconded by Jones. Roll call vote was taken and all approved.

Director's Report

Old Business

- a. Strategic Plan—Needs to be updated. Trustees would like someone to guide the process and is not in the budget for this fiscal year. Tabled for January, 2016 board meeting.

New Business

- a. Chapin Street house—Motion was made by Pryor to table Chapin Street house to be part of the strategic plan process and was seconded by Anderson. Roll call vote was taken and all approved.
- b. Snow removal contract—Motion was made by Pryor to approve the snow removal contract from TLC as proposed and was seconded by Jones. Roll call vote was taken and all approved.

Committee Reports

- a. Personnel—Did not meet. Tabled to January, 2016.
- b. Policy
 1. Clarify policy on sick and vacation time approved June, 2014—Pryor motioned to follow current policy manual regarding sick time policy and was seconded by Anderson. Roll call vote was taken and all approved.
 2. Pryor motioned for all personnel, follow policy manual as it currently stands with respect to the vacation policy and was seconded by Pruim. Roll call vote was taken and all approved.
 3. Amended 1/11/16—Discussion of business use of meeting rooms was reviewed. Determined that policy is fine.
- c. Finance
 1. Make a transfer to IMRF—Finance committee recommends \$60,000. Met Tuesday, November 17, 2015 at 5:00. Pryor motioned to approve transfer from IMRF fund to IMRF to be within calendar year 2015 of \$60,000 and was seconded by Larson. Roll call vote was taken and all approved.
- d. Building—Nothing to discuss

Executive Session

Motion to enter executive session at 8:19 PM was made by Pruim and seconded by Larson. Roll call vote was taken and all approved. Motion was made by Anderson to open executive session at 8:43 PM and seconded by Jones. Roll call vote was taken and all approved.

Adjournment

Pryor motioned to adjourn at 8:46 PM and was seconded by Anderson. Roll call vote was taken and all approved.

Submitted by

Michelle Pruim
Secretary

Jean Peterson
Recording Secretary