

**MORRIS AREA PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES MEETING
Monday, July 11, 2016 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, Carol Anderson, Joeine Dergo, Linda Jones, Jamie Lain, Michelle Pruum & Doug Pryor. Also attending were Gary Ingraham & Nancy Pyatt, members of the public, Lorene Kennard, director, and Jean Peterson, recording secretary.

Review of Agenda for Additions/Changes—None

Public Comment--Gary Ingraham read a letter approving of the library's changes.

Review and Approval of Minutes of the Meeting on June 13, June 20, & June 26, 2016--Pryor motioned to approve the minutes from 6/13/2016 and was seconded by Anderson. Roll call vote was taken and all approved except Pruum, who abstained. Anderson motioned to approve the 6/20/2016 minutes and was seconded by Jones. Roll call vote was taken and all approved with the exception of Lain and Pryor whom abstained. Motion to approve the 6/26/2016 minutes was by Larson and seconded by Pruum. Roll call vote was taken and all approved except for Jones, Lain, and Pryor whom abstained.

Review and Approval of Bills & Payroll—Pryor motioned to approve the Bills and Payroll as amended from the bills presented 7/11/16 at the board meeting and was seconded by Larson. Roll call vote was taken and all approved.

Review and Approval of Treasurer's Report and Financial Reports—Pryor reported the Fund accounts cash position is good for the year, the Revenues were very near the budgeted amount and the IMRF in expenditures will be more in line in 2017. Jones motioned to approve the Treasurer's and Financial Reports and was seconded by Anderson. Roll call vote was taken and all approved.

Director's Report

Old Business

- Dispersal of Chapin street property--Papers to be signed for 7/27/16 closing.

New Business

- Committee Structure--Jones suggested that members of the public be allowed to help serve on the committees (except personnel). Kennard is to talk with the lawyer to see if it would be legal for them to vote; ask colleagues about public feedbacks. This will be revisited.
- Process for signing checks--The invoices will now be attached to the checks.

- Holiday schedule approval. Christmas Eve, Christmas Day and New Year's Eve fall on weekends this year. (See attached schedule) How does the board want to handle closings? Generally, the library is closed the Monday following--Leave as is--No action.
- Non-resident fee--Anderson motioned to approve the non-resident fee to \$110.00 using the general mathematical formula and was seconded by Larson. Roll call vote was taken and all approved.

Committee Reports

a. Personnel

➤ Staffing considerations

- Youth Services Assistant--Move the position from 18 hours to 25 hours--Kennard is to check with Preschools, GAVC, RAILS and Grundy Workplace for someone with child care experience and some elements of Spanish. Possible to maneuver of current employee hours to fill that position.
- Circulation Clerk--Move one clerk from 15 hours to 25 hours to make up for Tammy's hours--Hours to remain at 15/week. Waiting for Tammy to be trained for the Tech position.

b. Policy--None

c. Finance--None

Executive Session

Motion to go into executive session at 8:05 was made by Anderson and seconded by Larson. Roll call vote was taken and all approved. Motion was made to return to open at 9:04 by Pryor and seconded by Jones. Roll call vote was taken and all approved.

- Possible action from executive session

Adjournment--Motion was made by Anderson to adjourn at 9:05 PM and was seconded by Dergo. Roll call vote was taken and all approved.

Submitted by

Michelle Pruim
Secretary

Jean Peterson
Recording Secretary