

**MORRIS AREA PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES MEETING  
Monday, June 13, 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 (arriving at 6:37), Joeine Dergo, Linda Jones, Jamie Lain & Doug Pryor. Absent was Michelle Prum. Also attending were Cassie Ferrari & Tia Incapreo representatives from insurance companies. Members of the public. Lorene Kennard, director, and Jean Peterson, recording secretary.

**Review of Agenda for Additions/Changes**—Building Insurance renewal was moved up from New Business.

- Cassie Ferrari speaking for Northern Insurance
- Tia Incapreo speaking for LIRA (Libraries of Illinois Risk Agency)

Motion was made by Anderson to table library insurance renewal vote until June 20, 2016 at 6:00 PM and seconded by Larson. Roll call vote was taken and all approved.

**Public Comment**

- Ruth Cheshareck & Sue Morse from Friends of the Library have questions about the two bus trips the board approved. Ruth Cheshareck said the Friends would like to have a couple more trips. The board does not have to approve where they are going. Cheshareck would also like to have the events promoted. Jamie Lain suggested the Friends list some programs they would like to see the library offer. Sue mentioned that there are bushes that need pruning that a professional should do. Cheshareck would also like to read the policy as it gets updated.

**Review and Approval of Minutes of the Meeting on May 09, 2016**—Motion was made to approve the minutes from May 9, 2016 with correction under director's report from "there was a one person bid for the Chapin Street house" to "one person picked up a bid packet for the Chapin Street house" by Anderson and seconded by Pryor. Roll call vote was taken and all approved with Lain abstaining.

**Review and Approval of Bills & Payroll**—Lain questioned the credit card expense. Motion was made by Pryor and seconded by Anderson to approve the bills and payroll. Roll call vote was taken and all approved.

**Review and Approval of Treasurer's Report and Financial Reports**—Pryor said the Corporate Levy budgeted amount will be rationed down in FY17. Expenditures are in line and the overall budget came in close in spite of some unexpected expenses in Facilities Maintenance and Legal Fees and is doing well with respect to the budgeted target. Motion was made by Larson and seconded by Anderson. Roll call vote was taken and all approved.

## Director's Report

**Old Business**—None

### New Business

- Open bids on 113 W. Chapin Street--No bids. Motion was made by Dergo to list Chapin Street property with Century 21-Shawn Hornsby and seconded by Anderson. Roll call vote was taken and all approved.
- Prevailing wage--Motion was made by Pryor to approve the Prevailing Wage Ordinance and seconded by Anderson. Roll call vote was taken and all approved.
- FY 17 meeting dates--Motion was made by Larson to approve the meeting dates for 2016/2017 and seconded by Lain. Roll call vote was taken and all approved.
- Building Insurance renewal--moved up to review of agenda for additions/changes

### Committee Reports

#### a. Personnel

- Staffing considerations--Increase Technical Services Manager position. Kennard is to check pay for this position at regional libraries and to check how much training would cost and put on the agenda for the 6/20/16 meeting.

#### b. Policy

- Proposal--Add section/page numbers to Table of Contents and Policy Manual
- Limit Spending-- Board made no change.
- Board of Trustees--Library Director Relationships  
Current Language Section 4.a.1--No change

Section 4.a.2 Proposed changes--Revise language for D & E.

- Public Library School Relationships  
Current language-The Morris Area Public Library District is aware of the important role a public library plays in serving school children. Within the limits dictated by the responsibility of the public library to serve the full community, the library considers such services among its most important functions.

The public library encourages the development of adequate school library facilities and tries to provide a selection of literature and reference materials that will supplement rather than duplicate those offered by the schools.

Proposed changes--Remove second paragraph

Current Language- The library will accommodate visits of classroom groups to the library. Such visits should be scheduled a week in advance. It is suggested that the teacher concerned consult the Library Director for instructional materials available to aid in planning the visit.

Proposed language-Add the following paragraph-Outreach-The Children and Teen Librarians will provide coordination of services with local school districts.

- Motion was made by Anderson to remove 2nd paragraph of policy manual section 4.b.1 and seconded by Larson. Roll call vote was taken and all approved.
- Motion was made by Pryor to add to 4.b.2-Outreach paragraph "The children and teen librarians will provide coordination of services with local school districts" and was seconded by Anderson.

#### Finance

- Approval of FY 17 budget--Motion was made by Pryor to approve the FY2017 budget as amended and seconded by Anderson. Roll call vote was taken and all approved except Dergo who abstained.
- Approval of Amended FY 16 budget--Motion was made by Pryor to table ordinance 2016-06-13 amending the budget and appropriation ordinance for FY2016 to 6/20/16 meeting and was seconded by Larson. Roll call vote was taken and all approved.

Adjournment--Motion was made by Anderson to adjourn at 8:50 PM and was seconded by Larson. Roll call vote was taken and all approved.

Submitted by

Linda Jones  
Secretary Pro Tem

Jean Peterson  
Recording Secretary