



**Morris Area Public Library
Board of Trustees Minutes
Monday, February 11, 2019
6:30 p.m.**

Call to Order & Roll Call for the Board of Trustees Meeting

Carol Anderson called the meeting to order at 6:32 p.m. Trustees present were: Carol Anderson, Steve Larson, Barb Boma and Doug Pryor. Absent were Jamie Lain, Jo Dergo and Caroline Cummings. Also present: Roberta Richter – Director, Vicki Harvey –Business Manager, Matt Knott – Head of Children’s Services, and resident, Angelique Minett.

Review of Agenda: No changes made

Public Comment: None

Consent Agenda:

- **Review & Approval of Minutes:** Board Meeting dated January 1, 2019
- **Review & Approval of Monthly Bills to be Paid:** \$33,991.13 for February.
- **Review & Approval of Payroll:** \$28,742 for December

Barb Boma made a motion to approve the Consent Agenda, Steve Larson seconded; motion carried 4-0

Director’s Report:

- Roberta completed the Library’s annual ILLINET survey and Library certification, as well as the RAILS Membership Standards Data Collection survey. Six staff members completed their passport recertification and Matt completed his FOIA Officer training.
- Morris Library, Coal City and Three Rivers are all part of a three-part series on Alzheimer’s Awareness. Morris Area – 10 Warning Signs on March 14th at 6 p.m., Coal City – Dementia Conversations on April 30th at 6:30 p.m., Minooka – Healthy Living on May 7th at 6 p.m.
- Phone interviews were conducted by Roberta and Matt with three potential candidates for the Head of Adult Services position.
- Roberta created a Person in Charge Packet, which outlines the chain of command and responsibilities of the person in the Library in charge of responding to emergencies in her absence. It includes staff contact information, emergency contact information, emergency calling tree, and opening and closing procedures.
- The required OSHA paperwork has been posted.
- Matt & Vicki picked up three free contemporary chairs from Poplar Creek Library. They are in the children’s department.
- Several good as new DVD’s, Audiobooks, and Blu-ray from Northbrook Public Library, along with six suction cup frames were given to the Library at no charge.
- Countrywide Plumbing came out on January 14th to replace a hot water heater.
- Heritage came out on January 15th to repair wiring at the Teen Desk space

Trustee Report:

- Trustee Pryor explained the Fund Account Report, Expenditure Reports, and Revenue Sheet to resident, Minett.



Committee Reports:

- February 21st at noon for Special Policy Committee Meeting
- February 25th at noon for Special Personnel Committee Meeting

New Business:

- A motion was made by Carol Anderson to move the May 13th Board of Trustees Meeting to May 20th, Boma seconded; motion carried 4-0

Executive Session:

- A motion was made by Carol Anderson to go into Executive Session to discuss personnel and Doug Pryor seconded the motion; motion carried 4-0
- A motion was made by Carol Anderson to resume Regular Session and Barb Boma seconded the motion; motion carried 4-0.

Adjournment: Motion made by Boma, seconded by Pryor. Meeting adjourned at 7:21pm.

Steve Larson, Board Secretary