



**Morris Area Public Library
Board of Trustees Minutes
Monday, March 9, 2020
6:30 p.m.
Administrative Office in the Library**

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

Carol Anderson called the meeting to order at 6:30 p.m. Trustees present were: Carol Anderson, Barb Boma, Anthony Robinson, Angelique Minett and Jo Dergo. Caroline Cummings came in at 6:50 pm.
Also present: Vicki Harvey–Business Manager.

Correction to last month's minutes: None

Changes to the Agenda: Add 11e. Pin wheel garden- sponsored by the Women's Club to support child abuse in April. They set it up and take it down.

Public Comment: None

Official acceptance of Anthony Robinson's resignation from the Board of Trustees: Angelique Minett made motion to accept, Barb Boma seconded, motion carried 4-0.

Consent Agenda:

- **Review & Approval of Minutes:** Board Meeting dated February 10, 2020
- **Review & Approval of Minutes for Executive Session:**
- **Review & Approval of Monthly Bills To Be Paid:** \$26,937.55 for March 2020.
- **Review & Approval of Payroll:** \$35,877.00 for February 2020.

Barb Boma made a motion to approve the Consent Agenda, Carol Anderson seconded; motion carried 4-0.

Financial Reports: Look into generating a quarterly report to have all items in order by category.

Trustee (Carol) Report:

- Notice from the Secretary of State regarding the changes and vacancies of library board members. Carol contacted them with all the details of Doug Pryor's term and resignation.
- Carol will also report Anthony Robinson's vacancy to the state tomorrow.
- Need policy and procedures for trustees. Special Policy Meeting set for April 2, 2020.
- Prairie Cat contact person for library will be Tammy Baldine.

Committee Reports:

Policy Committee meeting held on Feb. 20, 2020. Motion to approve minutes made by

- Proctoring Services - updated. Caroline Cummings made motion to accept as submitted with the exception of adding a slash between director and designated staff member in the first line of the 14th bullet point. Barb Boma seconded; motion carried 5-0.



- Vacation Policy – updated. Caroline Cummings made motion to accept, Angelique Minett seconded; motion carried 5-0.
- Blood Borne Pathogens – updated. Caroline Cummings made motion to accept, Barb Boma seconded; motion carried 5-0. Look into checklist for items needed and training for staff.

Unfinished Business:

- **3 Points Contract** – Carol Anderson made a motion to accept with the start date to be determined, Barb Boma seconded; motion carried 5-0. Angelique to contact Heritage Technology, John Fruit and 3Points to make sure we're all coordinated for the switch over.

New Business:

- **Basement Exit Doors** – Need emergency exit signs for the basement exit doors and possible cameras too.
- **Chamlin & Associates bill** – Tim Harris and Ryan Christensen from Chamlin will be asked to attend the Special Facilities Committee Meeting on April 2, 2020 at 2 pm. Discussion of bill will take place at that time.
- **Community Foundation Grant** – the \$2,000 grant for technology is good for a full year. Carol Anderson made motion to table this until next month until they hear the details of the grant and the parameters from John Fruit, Caroline Cummings seconded; motion carried 5-0.
- **Office space for Grundy County PADS** – Denise of PADS contacted Caroline about renting an office space here to help the staff with any issues we may have. The cost would be \$250 per month with lease arrangements to be determined. Caroline Cummings made motion to approve, Barb Boma seconded; motion carried 5-0.
- **Pin Wheel Garden** – April is Prevent Child Abuse Month, it's a nationwide non-profit cause and in recognition of that the Women's Club will set it up and take it down at the end of the month. Roll call vote taken and all in favor.
- **Passport Fees** – we will no longer accept checks for passport fees. Acceptable forms of payment are certified funds only, which includes cash, money orders, cashier's checks, certified checks and traveler's checks.

Executive Session: Motion made by Carol Anderson at 7:32 pm, Barb Boma seconded; motion carried 5-0.

Motion to exit Executive Session at 8:18 pm made by Caroline Cummings, Barb Boma seconded; motion carried 5-0.

a. Executive session pursuant to 5ILCS 102/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body against legal counsel for the public body to determine its validity.

Executive Session: Motion made by Caroline Cummings at 8:19 pm, Barb Boma seconded; motion carried 5-0.

Motion to exit Executive Session at 8:48 pm made by Carol Anderson, Barb Boma seconded; motion carried 5-0.

Adjournment: Motion made by Carol Anderson at 8:49 pm, Barb Boma seconded; motion carried 5-0.



Angelique Minett, Board Secretary