

**Genoa Public Library**  
Board of Trustee Meeting Minutes  
December 17, 2018

- I. CALL TO ORDER – Meeting was called to order at 7:02 pm by Board President Jim Hansen. Members present: Louisa McCarthy, Steven Veeneman, and Jim Newhall. Members absent: Kay Baker, Marilyn Belin, and Ben Britz. Also present: Library Director Jen Barton.
- II. APPROVAL OF AGENDA – Louisa moved to approve the agenda, second by Jim N. Vote: Yes/4, No/0
- III. SWEARING IN OF NEWLY APPOINTED TRUSTEE – Secretary Jim Newhall duly swore in our newest trustee Steven Veeneman.
- IV. PUBLIC COMMENT – None
- V. PRESENTATIONS – None
- VI. APPROVAL OF MINUTES – Steven moved to approve the minutes from November 19, 2018, second by Louisa. Vote: Yes/4, No/0
- VII. CORRESPONDENCE – None
- VIII. TREASURER’S REPORT – Louisa moved that we place \$15,706.28 on the record for audit. Second by Steven. A roll call vote was taken: Louisa-yes, Steven-yes, Jim H-yes, Jim N-yes
- IX. OLD BUSINESS
  - i. Items on the Project List were reviewed and the list will be updated to reflect progress and completion of current items.
- X. NEW BUSINESS
  - i. Steven made a motion to authorize the President, Secretary, and Library Director to sign whatever necessary documents are required related to the IDOT ADA Ramp Update Project. Second by Louisa. A roll call vote was taken: Louisa-yes, Jim H-yes, Steven-yes, Jim N-yes. Patty Marx was on hand to notarize all necessary documents.
  - ii. Louisa made a motion to vote gift the four full-time staff members \$100 each and the five part-time/seasonal staff members \$25 each as a holiday gift. Second by Jim N. A roll call vote was taken: Jim H-yes, Louisa-yes, Jim N-yes, Steven-yes
- XI. STANDING COMMITTEES
  - a. Finance – None
  - b. Technology – None
  - c. Facilities – None
  - d. Policy - None
- XII. DIRECTOR’S REPORT AND MONTHLY STATISTICS – Presented
- XIII. CLOSED SESSION - None
- XIV. ADDITIONAL DISCUSSION –
  - i. Steven made a motion to approve Jen’s request for vacation days on 12/18, 12/19, and 12/20. Second by Louisa. Vote: Yes/4, No/0
  - ii. The Board reviewed chapter 8 from the “Standards for Illinois Public Libraries” for the FY2019 Public Library Per Capita Grant application. Based on the review, the Policy committee will update our reference policy to include reader’s advisory and Jen will add a Local Government page to our website to include links to minutes, ordinances, codes, and maps for our local government entities.
- XV. ADJOURNMENT – The meeting was adjourned in due form at 7:59 pm.

**Next Meeting: January 21, 2019**