

# Genoa Public Library

## Board of Trustee Meeting Minutes

December 27, 2021

- I. CALL TO ORDER – Meeting was called to order at 7:01 pm by President Jim Hansen. Trustees present: Steven Veeneman, Donna Bradshaw, and Jennifer Lechelt. Trustees absent: Julie Leffelman and Isabella Giannelli. Also present: Library Director Jen Barton.
- II. APPROVAL OF AGENDA – Steven moved to approve the agenda, second by Jennifer. Vote: Yes/4, No/0
- III. PUBLIC COMMENT – None
- IV. PRESENTATIONS – None
- V. APPROVAL OF MINUTES – Steven moved to approve the minutes from November 15, December 11, and December 20, 2021. Second by Jennifer. Vote: Yes/4, No/0
- VI. CORRESPONDENCE
  - i. Jen read a letter from the DCEDC that Custom Aluminum Products has met the requirement of the Memorandum of Understanding for 2021 and are eligible for a tax abatement for the third year.
  - ii. Jen read a letter from the Illinois State Library reminding libraries to update the State Library when vacancies on the Board occur and with contact information for new Trustees when they are appointed.
  - iii. Jen shared that we received a \$100.00 donation from the Adult Education Department at Kishwaukee College for allowing them to use our Event Room twice a week for evening ESL classes
  - iv. Jen shared that we have received a total of \$170.00 in memorial donations for Susan Walker.
- VII. TREASURER'S REPORT – Steven moved that we place \$22,091.29 on the record for audit for the month of November. Second by Jennifer. A roll call vote was taken: Steven-yes, Jim-yes, Jennifer-yes, Donna-yes
- VIII. OLD BUSINESS
  - i. Items on the Project List were reviewed and the list will be updated to reflect progress and completion of current items.
  - ii. Items in the Strategic Plan Workbook were reviewed and the list will be updated to reflect progress and completion of goals.
  - iii. Jen provided an update from Janice Melton, Director of Public Works for the City of Genoa, regarding questions that were asked at the November 15, 2021 regular meeting about installing wayfaring signs for the library in town. Donna asked if we can install signs on Route 23 over by McDonald's. Jen did not know the answer to this question and will research the answer for the January meeting.
- IX. NEW BUSINESS
  - i. The Board conducted a quarterly review of the mask-wearing recommendation passed on August 16, 2021. No motion to change was made. Masks continue to be required in all library buildings until further notice. The next quarterly review will be at the March regular meeting.
  - ii. Steven made a motion to amend the Authority to Spend Policy giving the Library Director authority to approve expenditures related to life safety issues for the tenants in the 232 building only with the verbal approval of 2 Trustees. Second by Jennifer. A roll call vote was taken: Steven-yes, Donna-yes, Jim-yes, Steven-yes
  - iii. Steven made a motion to approve the inter-governmental agreement with Illinois Libraries Present to join a pilot program from January-June 2022 to provide monthly virtual programs

with best-selling authors at a cost of \$75. Second by Jennifer. A roll call vote was taken: Jim-yes, Steven-yes, Donna-yes, Jennifer-yes

iv. Steven made a motion to amend the By-Laws to clarify language regarding when and how the agendas and information packet for regular meetings will be made available and distributed. Second by Jennifer. Vote: Yes/5, No/0

v. Steven made a motion to gift full-time staff with \$100 and part-time staff with \$25 for Christmas from the Board at a total of \$475. Second by Jennifer. A roll call vote was taken: Steven-yes, Jim-yes, Donna-yes, Jennifer-yes.

X. STANDING COMMITTEES

a. Finance – None

b. Technology – None

c. Facilities – None

d. Policy - None

XI. CLOSED SESSION – None

XII. DIRECTOR’S REPORT AND MONTHLY STATISTICS – Presented

XIII. ADDITIONAL DISCUSSION

i. The Board reviewed Chapters 9-13 of Serving Our Public 4.0: Standards for Illinois Public Libraries to comply with FY22 Per Capita grant requirements.

ii. The Board viewed the Short Takes for Trustees training video “What It Means to Be a Trustee”.

XIV. ADJOURNMENT – The meeting was adjourned in due form at 9:10 pm.

**Next Meeting: January 17, 2022**