

Genoa Public Library
Board of Trustees Meeting Minutes
April 18, 2016

- I. CALL TO ORDER – Meeting was called to order at 7:00 p.m. by Board President Michele Dvorak. Members present: Michele Dvorak, Kay Baker, Sharon Campbell, Barb Bradford, and Julie Leffelman. Members absent: Dale Pitstick and Marilyn Belin. Also present: Library Director Jen Barton.
- II. APPROVAL OF AGENDA- Approved
- III. PUBLIC COMMENT- None
- IV. PRESENTATIONS- None
- V. APPROVAL OF MINUTES – Barb made a motion to approve the minutes from March 21, 2016. Kay seconded. Voice vote: Yes/5, No/0
- VI. CORRESPONDENCE
 - a. The library received a letter from the Secretary of State awarding the library \$4,003.02 for the Per Capita Grant for FY2016-2017.
 - b. The Genoa Soaring Committee sent an invite for a business owner and building owner mixer on Wednesday, May 4, 2016 at 5:30 pm at Prairie State Winery. Jen will try to attend.
 - c. The Garden Club Memorial bench will be dedicated on Wednesday, April 27, 2016 at 2 pm. Kay will be the library representative.
 - d. Michele read an email from patron Bill Prain commending library staff on providing excellent service to him.
- VII. TREASURER’S REPORT
 - a. Barb moved that we place \$21,320.67 on the record for audit. Second by Kay. A roll call vote was taken: Michele-yes, Kay-yes, Sharon-yes, Barb-yes, Julie-yes
- VIII. OLD BUSINESS
 - a. Kay moved that we remove the task regarding PEO plaque off of the Project List, second by Barb. Yes/5 no/0. Other items were reviewed and the list will be updated to reflect progress and completion of current items.
 - b. Our tentative date for the strategic planning board retreat is June 12th at 11:00a.m.
- IX. NEW BUSINESS
 - a. Barb moved to accept the working budget for FY2016/2017, second by Sharon. A roll call vote was taken: Michele-yes, Kay-yes, Sharon-yes, Barb-yes, Julie-yes
 - b. Sharon moved that we approve the revised Conduct Policy as presented, second by Barb. A roll call vote was taken: Michele-yes, Kay-yes, Sharon-yes, Barb-yes, Julie-yes
 - c. Jen will get quotes for HVAC maintenance contracts to be reviewed at the May meeting.
- X. STANDING COMMITTEES
 - a. Finance- none
 - b. Marketing and Communication-none
 - c. Technology-none
 - d. Facilities-none
 - e. Policy-none
- XI. DIRECTOR’S REPORT AND MONTHLY STATISTICS –presented
- XII. CLOSED SESSION-none
- XIII. ADDITIONAL DISCUSSION

a. Staffing changes are forthcoming; Brian and Craig have accepted new positions elsewhere.

XIV. ADJOURNMENT- Meeting was adjourned in due form at 8:26 p.m.

Next meeting: May 23, 2016 at 7:00 p.m.