

Genoa Public Library
Board of Trustees Meeting Minutes
November 21, 2016

- I. CALL TO ORDER – Meeting was called to order at 6:54p.m. by Board President Michele Dvorak. Members present: Michele Dvorak, Sharon Campbell, Barb Bradford. Members absent: Marilyn Belin, Dale Pitstick, Kay Baker and Julie Leffelman. Also present: Library Director Jen Barton.
- II. APPROVAL OF AGENDA- Barb moved to approve the agenda, second by Sharon. Vote: Yes/3 No/0
- III. PUBLIC COMMENT- None
- IV. APPROVAL OF MINUTES –Sharon moved to approve, second by Barb. Vote: Yes/3 No/0
- V. CORRESPONDENCE- Jen reported that Heartland Bank provided the library with a \$100 donation towards library programming.
- VI. TREASURER’S REPORT
 - a. Barb moved that we place \$21,017.90 on the record for audit. Second by Sharon. Roll call vote: Michele-yes, Barb-yes, Sharon-yes
- VII. OLD BUSINESS
 - a. Items on the Project List were reviewed and the list was updated to reflect progress and completion of current items.
 - b. The discussion about the strategic plan was tabled until the December meeting.
- VIII. NEW BUSINESS
 - a. Repairs and upgrades to the 232 W. Main St building were discussed. Sharon moved that we hire an electrician, painter, and carpenter to evaluate and upgrade the electrical, check windows, and paint the public parts of the apartments, and provide us with quotes. Second by Barb. Roll call vote: Michele-yes, Barb-yes, Sharon-yes. Barb moved that Sharon be authorized to contact those above mentioned tradespeople as soon as possible to get quotes. Second by Michele. Roll call vote: Michele-yes, Barb-yes, Sharon-yes. Sharon moved that we contact a handyman with regard to assembling shelves in the back storage room and remove items as directed by Library Director Jen Barton. Second by Michele. Roll call vote: Michele-yes, Barb-yes, Sharon-yes.
 - b. Jen presented the copier proposal from Konica Minolta. Sharon moved that we reject the copier proposal from Konica Minolta due to satisfaction with our current service. Second by Michele. Roll call vote: Michele-yes, Barb-yes, Sharon-yes.
 - c. The Board reviewed the Resolution to Comply with the Government Travel Expense Control Act 16-06. Sharon moved that we approve the Resolution to Comply with the Government Travel Expense Control Act 16-06. Second by Barb. Roll call vote: Michele-yes, Barb-yes, Sharon-yes.
- IX. STANDING COMMITTEES
 - a. Finance- none
 - b. Marketing and Communication-none
 - c. Technology-none
 - d. Facilities-none
 - e. Policy-none
- X. DIRECTOR’S REPORT AND MONTHLY STATISTICS –presented
- XI. CLOSED SESSION-none
- XII. ADDITIONAL DISCUSSION

- a. Review of Section 6 on the FY17 Illinois Public Library Per Capita and Equalization grant was tabled until the December meeting.
- b. Board President Michele Dvorak submitted a letter of resignation from the Board. The Board regretfully accepted her resignation effective January 2017.
- c. The Board asked Library Director Jen Barton to consider for the December meeting whether she would prefer a formal review from the current Board or an advisory review that the new Board can use at the time for performance reviews.
- d. The Board also asked Jen to consider whether the current Board should work on the next year's budget or whether the committee should comprise of new and old members since the budget planning time occurs at the same time as swearing in newly elected Board members.

XIII. ADJOURNMENT- Meeting was adjourned in due form at 8:01p.m.

Next meeting: December 19, 2016 at 7:00p.m.