

# Genoa Public Library District

## Board of Trustee Meeting Minutes

February 20, 2023

- I. CALL TO ORDER – Meeting was called to order at 7:00 pm by Board President Jim Hansen. Trustees present: Steven Veeneman, Jennifer Lechelt, and Donna Bradshaw. Trustee absent: Julie Leffelman. 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 January 16, 2023. Second by Donna. Vote: Yes/4, No/0
- VI. CORRESPONDENCE
  - i. Jen read a letter from the Illinois State Library regarding board vacancies.
  - ii. Jen read a letter from the Kishwaukee Valley Historical Society regarding membership.
- VII. TREASURER’S REPORT – Steven moved that we place \$28,857.23 on the record for audit for the month of January. Second by Jennifer. A roll call vote was taken: Donna-yes, Jennifer-yes, Steven-yes, Jim-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.
- IX. NEW BUSINESS
  - i. Steven made a motion to certify that a copy of the FY2022 Annual Financial Report containing information required by the State of Illinois Comptroller has been provided to each member of the library’s board of trustees, was presented in person, and was approved by a 3/5 majority vote. Second by Donna. A roll call vote was taken: Donna-yes, Jennifer-yes, Steven-yes, Jim-yes
  - ii. Library Director Jen Barton shared that bank account statements from Heartland Bank are taking longer to be received in the mail. The concern is that statements may not be received in time to update financial reports prior to the next board meeting. Heartland Bank does offer an online banking option but to utilize it would require board approval. The board voiced several concerns and asked for the topic to be tabled pending further clarification from Heartland Bank.
  - iii. Steven made a motion to renew the property management agreement with Lisa Rossow of Century 21 for another year. Second by Donna. A roll call vote was taken: Donna-yes, Jennifer-yes, Steven-yes, Jim-yes
  - iv. Steven made a motion to approve the Item Donation Policy as presented. Second by Jennifer. Vote: Yes/4, No/0
  - v. Library Director Jen Barton shared a draft of the FY2023-25 marketing plan for review.
- X. STANDING COMMITTEES
  - a. Finance – None
  - b. Technology – None
  - c. Facilities – None
  - d. Policy - None
- XI. DIRECTOR’S REPORT AND MONTHLY STATISTICS – Presented
- XII. FUTURE AGENDA ITEMS – None
- XIII. ADDITIONAL DISCUSSION
  - i. Library Director Jen Barton will send out PDFS and have print copies of branding worksheets for Trustees to complete prior to discussion at our March meeting.
- XIV. CLOSED SESSION – None

XV. ADJOURNMENT – The meeting was adjourned in due form at 8:15 pm.

**Next Meeting: March 20, 2023**