

**Genoa Public Library**  
Board of Trustee Meeting Minutes  
August 17, 2020

- I. BUDGET HEARING – The Budget Hearing was called to order at 7:00 pm. No public members were in attendance. The Budget Hearing was adjourned in due form at 7:02 pm.
- II. CALL TO ORDER – Meeting was called to order at 7:02 pm by Board President Jim Hansen. Trustees present: Marilyn Belin, Steven Veeneman, and Donna Bradshaw. Also present: Library Director Jen Barton.
- III. SWEARING IN OF NEW TRUSTEE – Steven swore in our newly appointed trustee, Donna Bradshaw.
- IV. APPROVAL OF AGENDA – Steven moved to approve the agenda, second by Marilyn. Vote: Yes/4, No/0
- V. PUBLIC COMMENT – None
- VI. PRESENTATIONS – None
- VII. APPROVAL OF MINUTES – Steven moved to approve the minutes from July 20, 2020. Second by Marilyn. Vote: Yes/4, No/0
- VIII. CORRESPONDENCE - None
- IX. TREASURER’S REPORT – Marilyn moved that we place \$22,848.61 on the record for audit for the month of July. Second by Steven. A roll call vote was taken: Marilyn-yes, Steven-yes, Jim H-yes, Donna-yes.
- X. CLOSED SESSION – At 7:17 pm, Steven made a motion to go into closed session pursuant to 5 ILCS 120 of the Open Meetings Act for the consideration of 5 ILCS 120/2(c)1. Second by Marilyn. Vote: Yes/4, No/0. Closed session was adjourned at 7:46 pm.
- XI. 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. Steven made a motion to raise all staff pay by 2% and to raise the Director’s salary from \$44,022.86 to \$45,000.00 for the balance of fiscal year 2020-21. Second by Donna. A roll call vote was taken: Donna-yes, Jim H-yes, Steven-yes, Marilyn-yes
- XII. NEW BUSINESS
  - i. Marilyn made a motion to approve the Budget and Appropriation Ordinance 20-02. Second by Steven. A roll call vote was taken: Donna-yes, Jim H-yes, Steven-yes, Marilyn-yes
  - ii. Steven made a motion to accept the Secretary’s Audit completed by Marilyn Belin and Donna Bradshaw and to approve the Illinois Public Library Annual Report for submittal to the Illinois State Library. Second by Marilyn. Vote: Yes/4, No/0
  - iii. Marilyn made a motion to transfer our FY2019 surplus funds in the amount of \$9,850.05 from our Corporate account to our Special Reserve account. Second by Steven. A roll call vote was taken: Donna-yes, Jim H-yes, Steven-yes, Marilyn-yes
  - iv. Steven made a motion to renew our Energy Savings Agreement with Smith-Dahlquist. Second by Jim H. A roll call vote was taken: Donna-yes, Jim H-yes, Steven-yes, Marilyn-yes
  - v. Steven made a motion to provisionally accept the proposal from Smith-Dahlquist for (4) air purifying systems to be installed in our roof-top HVAC units provided that the quarterly service for the air purifiers is covered in our Energy Savings Agreement. Second by Jim H. A roll call vote was taken: Donna-yes, Jim H-yes, Steven-yes, Marilyn-yes
  - vi. Steven made a motion to delay opening for Sunday hours until attendance numbers are reviewed at the September Board meeting. Second by Marilyn. Vote: Yes/4, No/0
- XIII. STANDING COMMITTEES
  - a. Finance – None
  - b. Technology – None
  - c. Facilities – None

d. Policy - None

XIV. DIRECTOR'S REPORT AND MONTHLY STATISTICS – Presented

XV. ADDITIONAL DISCUSSION

i. Jen shared statistics from Summer Reading 2020.

XVI. ADJOURNMENT – The meeting was adjourned in due form at 8:22 pm.

**Next Meeting: September 21, 2020**

**\*ALL BOARD MEMBERS, STAFF, AND PUBLIC ATTENDEESS WERE REQUIRED TO MAINTAIN PROPER PHYSICAL DISTANCING (AT LEAST 6 FEET APART) WHILE PARTICIPATING IN THE MEETING.**