

**Genoa Public Library**  
**Board of Trustee Meeting Minutes**  
**March 21, 2022**

- I. CALL TO ORDER – Meeting was called to order at 7:04 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 February 21, 2022. Second by Donna. Vote: Yes/4, No/0
- VI. CORRESPONDENCE – None
- VII. TREASURER’S REPORT – Steven moved that we place \$20,082.18 on the record for audit for the month of February. Second by Jennifer. A roll call vote was taken: Steven=yes, Donna=yes, Jennifer=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.
  - ii. Items in the Strategic Plan Workbook were reviewed and the list will be updated to reflect progress and completion of goals.
- IX. NEW BUSINESS
  - i. Steven made a motion to approve the summer hours proposal as presented by Jen that would change our weekday closing hour from 7 pm to 8 pm beginning after Memorial Day and ending before Labor Day. Second by Donna. Vote: Yes/4, No/0
  - ii. Steven made a motion to purchase (2) refurbished copier machines as presented by the proposal from Rockford Business Systems, Inc. at a total cost of \$4,948.50. Second by Jennifer. A roll call vote was taken: Steven=yes, Donna=yes, Jennifer=yes, Jim=yes
  - iii. Jen presented the Disaster Priority Removal List that will be added to the Library’s Emergency Preparedness Plan and outlines the items that should be salvaged as top priority in an emergency situation when either library buildings sustain damage due to a catastrophe.
  - iv. Steven made a motion to approve the revision to the Meeting Room Policy as presented by Jen. Second by Donna. Vote: Yes/4, No/0
- 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 viewed the Illinois State Library training video “Budget and Finance”.
- XIV. ADJOURNMENT – The meeting was adjourned in due form at 8:21 pm.

**Next Meeting: April 18, 2022**