

**Genoa Public Library**  
**Board of Trustee Meeting Minutes**  
**August 15, 2022**

- I. BUDGET HEARING – The Budget Hearing was called to order at 7:01 pm by Vice-President Donna Bradshaw. No public members were in attendance. The Budget Hearing was adjourned in due form at 7:04 pm.
- II. CALL TO ORDER – Meeting was called to order at 7:05 pm by Board Vice-President Donna Bradshaw. Trustees present: Steven Veeneman, Jennifer Lechelt, and Julie Leffelman. Trustee absent: Jim Hansen. Also present: Library Director Jen Barton. In light of Jim’s absence, Vice-President Donna Bradshaw will be serving as President pro-tem.
- III. APPROVAL OF AGENDA – Steven moved to approve the agenda, second by Jennifer. Vote: Yes/4, No/0
- IV. PUBLIC COMMENT – None
- V. PRESENTATIONS – None
- VI. APPROVAL OF MINUTES – Steven moved to approve the minutes from July 18, 2022. Second by Donna. Vote: Yes/4, No/0
- VII. CORRESPONDENCE
  - i. Library Director Jen Barton read a letter from the Illinois State Library regarding trustee vacancies on the Board.
- VIII. TREASURER’S REPORT – Steven moved that we place \$18,199.33 on the record for audit for the month of July. Second by Jennifer. A roll call vote was taken: Steven-yes, Jennifer-yes, Julie-yes, Donna-yes.
- IX. 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 on the Strategic Plan Progress Report were reviewed and the list will be updated to reflect progress and completion of goals.
- X. NEW BUSINESS
  - i. Julie made a motion to approve the Budget and Appropriation Ordinance 22-02 as presented. Second by Jennifer. A roll call vote was taken: Steven-yes, Jennifer-yes, Julie-yes, Donna-yes
  - ii. Steven made a motion to certify the 2022 Illinois Public Library Annual Report. Second by Jennifer. Vote: Yes/4, No/0
  - iii. Steven made a motion to transfer our fiscal year 2022 surplus funds in the amount of \$3,905.23 into our Special Reserve Fund. Second by Donna. A roll call vote was taken: Steven-yes, Jennifer-yes, Julie-yes, Donna-yes
  - iv. Steven made a motion to approve the Smith-Dahlquist Energy Savings Agreement Renewal as presented. Second by Jennifer. A roll call vote was taken: Steven-yes, Jennifer-yes, Julie-yes, Donna-yes
- XI. STANDING COMMITTEES
  - a. Finance – None
  - b. Technology – None
  - c. Facilities – None
  - d. Policy - None
- XII. DIRECTOR’S REPORT AND MONTHLY STATISTICS – Presented
- XIII. FUTURE AGENDA ITEMS – None
- XIV. ADDITIONAL DISCUSSION
  - i. Jen shared a statistical report about Summer Reading 2022.

- ii. Donna shared her desire for the library to acquire an AED with the Board. She explained the beginning research she has conducted thus far and wanted to get approval from the rest of the Board before continuing to pursue her research. The rest of the Board shared her enthusiasm in acquiring an AED for the library so Donna will continue her research and report back to the Board at a later date.
  - iii. Jen shared a snapshot of our two buildings, their history, and maintenance for the trustee training on facilities.
  - iv. Donna expressed her concern that since the director evaluation review forms completed by the Board were accidentally shredded prior to the June evaluation session, there would not be accurate documentation in Jen Barton's personnel file. She requested that each Trustee fill out another evaluation form for the Library Director and offered to collect them after they were completed. All Trustees present at the meeting agreed to complete the form.
- XV. CLOSED SESSION – None
- XVI. ADJOURNMENT – The meeting was adjourned in due form at 8:41 pm.

**Next Meeting: September 19, 2022**