

**Genoa Public Library**  
**Board of Trustee Meeting Minutes**  
**January 17, 2022**

- I. CALL TO ORDER – Meeting was called to order at 7:00 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 December 27, 2021. Second by Jennifer. Vote: Yes/4, No/0
- VI. CORRESPONDENCE
  - i. Jen read a letter from staff member Mark Pahnke thanking the Board for the Christmas card and gift he received.
  - ii. Jen read a letter from Krissy Johnson, Executive Director of the Genoa Area Chamber of Commerce, thanking the library for allowing the Chamber to use the Event Room for their monthly Board meetings and commending the library on its work in the community.
- VII. TREASURER’S REPORT – Steven moved that we place \$15,869.34 on the record for audit for the month of December. Second by Jennifer. A roll call vote was taken: Steven-yes, Jim-yes, Jennifer-yes, Donna-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 decline completing the claim form to obtain the \$8.12 listed on the Illinois State Treasurer’s iCash website owed to the estate of Robert H. Weiss (of which the library was a beneficiary of in 2009) due to the fact that the cost to obtain the certified documents to claim the money is significantly higher than the \$8.12 we would receive from the Illinois State Treasurer. Second by Donna. A roll call vote was taken: Steven-yes, Jim-yes, Jennifer-yes, Donna-yes
  - ii. Steven made a motion to amend the library’s Borrowing Policy to reflect that the library is fine-free. Second by Jennifer. Vote: Yes/4, No/0
  - iii. Steven made a motion to renew our access to Ancestry Library Edition through ProQuest for another year at a cost of \$1,503.96. Second by Donna. A roll call vote was taken: Donna-yes, Jennifer-yes, Jim-yes, Steven-yes
  - iv. Steven made a motion to remove permission for former Treasurer Marilyn Belin to access our Safe Deposit Box at Heartland Bank & Trust in Genoa and instead grant Steven Veeneman permission as the new Treasurer. Library Director Jen Barton will continue to retain permission to access the Safe Deposit Box at Heartland Bank & Trust in Genoa. Second by Donna. Vote: Yes/4, No/0
  - v. Steven made a motion to approve the agreement with DemandStar that allows the library to use the DemandStar system to research and post documentation relating to formal bids, proposals, and informal quote requests for capital projects at no cost to the library. 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 Short Takes for Trustees training video “Board Ethics”.
  - ii. Jen will be on vacation February 7-12, 2022.
  - iii. The Board discussed the upcoming 100-year birthday of the Genoa Public Library beginning in 2022 and ending in 2024.
- XIV. ADJOURNMENT – The meeting was adjourned in due form at 8:17 pm.

**Next Meeting: February 21, 2022**