

**Genoa Public Library**  
**Board of Trustee Meeting Minutes**  
**April 19, 2021**

- I. CALL TO ORDER – Meeting was called to order at 7:05 pm by Board President Jim Hansen. Trustees present: Steven Veeneman, Marilyn Belin, and Jen Lechelt. Also present: Julie Leffelman and Library Director Jen Barton.
- II. BOARD TRUSTEE APPOINTMENT – Jim H made a motion to appoint Julie Leffelman as a Trustee of the Genoa Public Library Board. Second by Steven. Vote: Yes/4, No/0
- III. APPROVAL OF AGENDA – Steven moved to approve the agenda, second by Marilyn. Vote: Yes/5, No/0
- IV. PUBLIC COMMENT – None
- V. PRESENTATIONS – None
- VI. APPROVAL OF MINUTES – Steven moved to approve the minutes from March 15, 2021. Second by Jen L. Vote: Yes/5, No/0
- VII. CORRESPONDENCE
  - i. Jen shared an invite from the City of Genoa for a virtual New Trustee Orientation training on Saturday, May 1st.
- VIII. TREASURER’S REPORT – Marilyn moved that we place \$20,845.77 on the record for audit for the month of March. Second by Steven. A roll call vote was taken: Steven-yes, Jim H-yes, Julie-yes, Marilyn-yes, Jen L-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. Steven made a motion to accept the quote from Seyller’s to complete exterior brickwork repairs caused by damage on January 31<sup>st</sup> plus additional repair work to fix areas that have settled and cracked due to time and weather for a total cost of \$4,950.00. Second by Jim H. A roll call vote was taken: Steven-yes, Jim H-yes, Julie-yes, Marilyn-yes, Jen-yes
  - iii. Jen presented a proposal from Culligan of Belvidere for water softeners in each of our buildings. Jim H made a motion to not pursue installing water softeners in either of our buildings at this time. Second by Steven. Vote: Yes/5, No/0
- X. NEW BUSINESS
  - i. Steven made a motion to renew the property management agreement with Lisa Rossow-Klein of Century 21 for another year. Second by Marilyn. A roll call vote was taken: Steven-yes, Jim H-yes, Julie-yes, Marilyn-yes, Jen-yes
  - ii. Jim H made a motion to certify that a copy of the FY2020 Annual Financial Report containing information required by the Comptroller, has been provided to each member of the library’s board of trustees, presented in person, and was approved by a 3/5 majority vote. Second by Steven. A roll call vote was taken: Steven-yes, Julie-yes, Marilyn-yes, Jen L-yes, Jim H-yes
  - iii. Steven made a motion to accept the FY2020 Audit Report as completed by Wipfli. Second by Jim H. A roll call vote was taken: Steven-yes, Julie-yes, Marilyn-yes, Jen L-yes, Jim H-yes
  - iv. Steven made a motion to approve the Transitional Event Room Policy During COVID-19. Second by Julie. Vote: Yes/5, No/0
  - v. Steven made a motion to replace our current Circulation Policy with the new Library Cards Policy and Borrowing Policy as presented. Second by Jen L. Vote: Yes/5, No/0
  - vi. Steven made a motion to approve the Youth Services Area Policy as presented. Second by Jim H. Vote: Yes/5, No/0

- XI. STANDING COMMITTEES
  - a. Finance – None
  - b. Technology – None
  - c. Facilities – None
  - d. Policy - None
- XII. CLOSED SESSION – None
- XIII. DIRECTOR’S REPORT AND MONTHLY STATISTICS – Presented
- XIV. ADDITIONAL DISCUSSION – Jen thanked Marilyn Belin for her many years of service as a Board Trustee and, most recently, our Treasurer. Marilyn’s term ends on April 30, 2021. Marilyn served on the Board from 1982-1993 and from 2013-2021. Her contribution to the library and the community as a whole has been greatly appreciated.
- XV. ADJOURNMENT – The meeting was adjourned in due form at 8:12 pm.

**Next Meeting: May 17, 2021**

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