

Genoa Public Library District

Board of Trustee Meeting Minutes

February 19, 2018

- I. CALL TO ORDER – Meeting was called to order at 7:00 pm by Board President Dale Pitstick. Members present: Kay Baker, Ben Britz, and Jim Hansen. Members Absent: Marilyn Belin and Jim Newhall. Also present: Library Director Jen Barton.
- II. APPROVAL OF AGENDA – Kay moved to approve the agenda, second by Jim H. Vote: Yes/3, No/0
- III. SWEARING IN OF NEW TRUSTEE – President Dale Pitstick swore in our newest trustee, Ben Britz.
- IV. PUBLIC COMMENT - None
- V. PRESENTATIONS – Dennis Di Guido, alderman of ward 2 for the city of Genoa, spoke to the Board about working with the city to provide bike racks around the library property.
- VI. APPROVAL OF MINUTES – Kay moved to approve the minutes from January 15, 2018, second by Jim H. Vote: Yes/4, No/0
- VII. CORRESPONDENCE
 - i. Jen read the annual NIU Foundation Fund Report for our Genoa Newspaper Digitization Project Fund. We started the fund with \$6,000 and after \$1,115.00 in expenditures, there is \$4, 885.00 left in the fund.
 - ii. Jen read a letter of introduction from George Roach & Associates requesting the opportunity to provide a cost comparison of audit services. The Board would interested in learning more.
 - iii. Jen read the letter from Cindy Ditzler, Director of the NIU Regional History Center, announcing that our newspapers will be housed with the Illinois Digital Newspaper Collections at the University of Illinois at Urbana-Champaign after being digitized. Our newspapers will be completely searchable and available to the public once the project is complete.
- VIII. TREASURER’S REPORT – Jim H moved that we place \$25,758.51 on the record for audit. Second by Kay. A roll call vote was taken: Dale-yes, Kay-yes, Jim H-yes, Ben-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. Board members were encouraged to continue looking for candidates to fill our vacant Board seat.
- X. NEW BUSINESS
 - i. Jen shared the completed Emergency Preparedness Manual which has been vetted by our local police chief and a former staff member for the Office of the State Fire Marshal. Kay made a motion to accept the Emergency Preparedness Manual as presented. Second by Jim H. Vote: Yes/4, No/0
- XI. STANDING COMMITTEES
 - a. Finance – None
 - b. Technology – None
 - c. Facilities – None
 - d. Policy - None
- XII. DIRECTOR’S REPORT AND MONTHLY STATISTICS - Presented
- XIII. CLOSED SESSION – None
- XIV. ADDITIONAL DISCUSSION – None
- XV. ADJOURNMENT – The meeting was adjourned in due form at 7:43 pm.

Next Meeting: March 19, 2018