

Minutes from the Regular Meeting  
Prairie Skies Public Library District  
Ashland Location  
December 13, 2011

Following a delicious light supper graciously prepared and furnished by the library staff, President Walch called the meeting to order at 6:45 PM.

Trustees Present: Douglass, Greene, Hart, Ingles, Stone, Walch  
Turstees Absent: Boston

Staff Present: Krone, Mesojednik, Smith  
Staff Absent: Greene

In the absence of the Clerk and the Secretary, Walch appointed Ingles to record the minutes.

### **Regular Agenda Items**

#### Approve Previous Minutes:

Minutes from the regular meeting held November 8, 2011 were reviewed. The following corrections were made:

- i. The Board entered executive session to discuss a personnel issue **as allowed in Section 2(c)(1) - Exceptions to the Open Meetings Act.**
- ii. Financial Report: A purchase of a Certificate of Deposit was discussed and approved in an amount up to \$75,000 at Illinois National Bank for a period of six months, **made** by Greene, seconded by Boston.
- iii. Submit Bills: Motion to pay bills by Greene with a second by **Hart.** Ayes: **5** Nay: 0 Absent: **2**

Douglass made a motion, seconded by Hart, to approve the minutes as corrected.

Aye: 6 Nay: 0 Absent: 1

No report from the Friends group was presented.

#### Financial Report:

The financial report was prepared by Kelly Greene. Upon review, Greene made a motion to accept the financial report. A second was made by Hart.

Aye: 6 Nay: 0 Absent: 1

Ingles moved to file the Annual Statement of Receipts and Disbursements with the Cass County Clerk and to publish it as required. Hart seconded.  
Aye: 6 Nay: 0 Absent: 1

Submit Bills:

The bills submitted totaled \$13,323.18. Motion to pay the bills by Douglass with a second by Stone.  
Aye: 6 Nay: 0 Absent: 1

Statistics:

Krone presented the statistics from November. The circulation and interlibrary loan figures were highlighted and discussed.

Administrators Report:

Krone presented her report of activities at the branches, upcoming events, and staff updates.

**Unfinished Business**

Committee Reports

- The Building Committee met November 30, 2011. The minutes were reviewed and discussed. As a result of the discussion the following motions were made: Hart moved to have the fire alarms at the Ashland location upgraded by Young's Inc. Greene seconded.

Aye: 6 Nay: 0 Absent: 1

Greene moved, Douglass seconded, to purchase a Commercial Zone Patio Smokers Outpost Receptacle for the Plains location.

Aye: 6 Nay: 0 Absent: 1

- The Technology Committee met November 15, 2011. After a review of the minutes, Ingles moved to purchase four (4) electronic readers - 2 Nooks and 2 Kindles - 1 of each for each location, to be available for check out by patrons. Douglass seconded.

Aye: 6 Nay: 0 Absent: 1

Before the electronic devices can be checked out, the policy manual will need to be reviewed and revised to include this type of device.

Liz Heady prepared a report listing local Information Technology people available as 'on call' tech support. This will be reviewed in further detail at the January meeting.

**New Business**

There was no new business for discussion.

**Committees to Meet**

By Laws: Monday, January 16, 2012, 4:00 PM at the Plains location

Technology: Monday, January 16, 2012, 5:00 PM at the Plains location

The meeting adjourned at 8:10 PM.

Next meeting: 6:30 PM, Tuesday January 10, 2012 at Plains

Respectfully submitted,

Cindy Ingles