

Minutes from the Regular Meeting
Prairie Skies Public Library District
Pleasant Plains Location
July 12, 2011

The regular meeting was called to order at 6:40pm by President Wendell Walch.

Attendance:

Trustees Present: Lois Greene, Wendell Walch, Bill Hart, Anna Stone, Ramona Douglass

Trustees Absent: Cynthia Ingles, Samantha Boston

Staff Present: Robin Krone, Director; Kelly Greene, Clerk; Suzi Mesojednick, Patty Smith, and Liz Heady Librarians

The Oath of Office of a Library Trustee was read and signed by Wendell Walch and Lois Greene. Samantha Boston will read her Oath at the next meeting.

Approve Previous Minutes: Minutes from the regular meeting held June 14, 2011 were reviewed and approved as amended by Greene and seconded by Douglass.

Ayes: 5 Nay: 0 Absent: 2

Financial Report:

Prepared and presented by Kelly Greene. Financial report from 6/30/11 approved on a motion by Greene with a second by Douglass. Ayes: 5 Nay: 0 Absent: 2

Submit Bills:

Bills were submitted totaling \$7,840.50. Motion to pay bills by Greene, with a second by Douglass.

Ayes: Walch, Greene, Hart, Douglass, Stone Nay: 0 Absent: Ingles, Boston

President Report: None

Statistics:

Monthly statistics for the month of June 2011 were presented by Robin Krone, Director.

Administrators Report:

Krone provided her report of activities at the branches, upcoming events, and staff attendance at workshops.

- The Library is now part of the Northern Library System R.A.I.L.S
- The IPLAR report is due September 1 and Robin is working on preparing it.
- The Audit Information will be submitted soon to Pehlman and Dold for the recently ended fiscal year.
- Robin is also working on the Interlibrary Loan and Per Capita Grant reports as well.
- A bid from House to Home has been presented for blinds at the Ashland Location which are similar to the ones purchased for the Pleasant Plains location in the amount of \$1,290. Based on discussion the bid was approved on a motion by Greene, seconded by Hart. Approved 5-0-2.
- Robin reported on Building issues, included a water leak at the Ashland location that has since been repaired.
- The Reaching Forward South conference will be coming up in September in Springfield. Robin asked that staff members be allowed to attend with closing the Plains location for two days and the Ashland location for one day. The total cost would be approximately \$525. Following discussion, it was approved on a motion by Douglass, seconded by Stone. Approved 5-0-2.
- The ILA Conference will be held in Chicago in October 2011. Robin has asked permission to attend. Based on discussion, her attendance was approved, and she is to send information on hotel costs to trustees via email. The motion was approved on a motion by Douglass, seconded by Greene. Approved 5-0-2.

- Judy Savage has submitted her resignation effective at the end of July. Robin will work to find a replacement.
- Robin reported on ongoing programs at the library and upcoming programs.
- Liz Heady reported on the Summer Reading Program.

Committee Reports:

- An Administrative/Personnel Meeting was held on June 29, 2011. No report will be given tonight, however Walch and Hart will meet with Robin Friday at 10:00 at Plains to discuss the results of the Director Evaluations and Personnel Meeting.

Unfinished Business:

New Business:

- September 13, 2011 6:30 – Combined Annual Budget and Appropriations Ordinance will be presented and available to the public.
- Annexation information received from Sangamon County. Map of proposed Annexation area was discussed. Small area in Springfield with really no effect on library.
- Per Capita Grant legal requirements discussed. Information will be reviewed in August to comply with Per Capita requirements.
- Two trustees need to be selected to review the minutes to ensure accuracy and completeness of minutes for last year. Greene and Ingles were selected to review these minutes.
- Tentative Annual Budget and Appropriation Ordinance was presented for FY 2012. A Special Reserve Fund was established as part of this Ordinance in the amount of \$2,000. The Ordinance and Special Reserve Transfer was approved based on a motion by Douglass, seconded by Hart. The Ordinance will be published as required.
- Each Trustee was presented with a Code of Ethics for Library Board Members for them to review.

Committees to Meet:

- Robin will send out information regarding Committees for next year to all members and Committee Assignments will be made at the next meeting.

The next meeting will be held August 9, 2011 at 6:30pm, in Ashland, IL.

Respectfully submitted,

Kelly S. Greene