

Minutes from the Regular Meeting
Prairie Skies Public Library District
Pleasant Plains Location
November 8, 2011

The regular meeting was called to order at 6:40pm.

Attendance:

Trustees Present: Wendell Walch, Samantha Boston, Lois Greene, Bill Hart, Anna Stone

Trustees Absent: Ramona Douglass, Cynthia Ingles

Staff Present: Robin Krone, Administrator; Kelly Greene, Clerk; Liz Heady, Librarian

Visitors: None

The Board entered Executive Session to discuss a personnel issue at 6:43pm and reentered Open Session at 7:10pm.

Regular Agenda Items:

Approve Previous Minutes: Minutes from the regular meeting held October 11, 2011 were reviewed. Motion to approve as presented by Stone and second by Hart.

Ayes: 5 Nay: 0 Absent: 2

Financial Report:

Prepared and presented by Kelly Greene. Financial report approved on a motion by Greene with a second by Boston. 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, approved by Greene, seconded Boston.

Submit Bills:

Bills submitted totaled \$9,293.97. Motion to pay bills by Greene with a second by Augustine.

Ayes: 6 Nay: 0 Absent: 1

Statistics: Robin Krone presented the statistics from October 2011 and the patron activity report was reviewed.

Committee Reports:

- An Administrative Personnel Meeting was held. Following review of the Director Evaluations, a recommendation was made that the Salary of Robin Krone be increased 2% retroactive to July 1, based on a motion by Hart, seconded by Boston. Ayes: Boston, Hart, Stone, Walch Nays: Greene Absent: Douglass, Ingles. A discussion was held regarding the evaluation form currently used and the need for it to be re-done before the next review time. A suggestion was made for the Board to develop an ongoing to-do listing to make sure items discussed at Board Meetings have the proper follow up and are completed. It was also discussed and a motion was made by Greene, seconded by Hart to increase the Salary of Kelly Greene to \$600 monthly, approved 5-0-2.

- The Building Committee met October 27, 2011 and the minutes of the Meeting were reviewed. A bid was reviewed from Reiser Construction to correct the roof/gutter at Plains following the fire. The bid was approved on a motion by Greene, seconded by Hart to have Reiser complete the repairs and not turn the claim into the insurance company. The motion was approved 5-0-2. A discussion was also held regarding replacing the alarm bar on the exit door at Ashland and the purchase of equipment to correct it was approved up to \$250 including labor, on a motion by Greene, seconded by Hart.

Old Business

- A review of new shelving options/drawings for the Ashland location were reviewed to better utilize the space available. One option was suggested for Robin to continue with the process to obtain bids on the shelving.

Administrators Report: Krone presented her report of activities at the branches, upcoming events, and staff attendance at workshops.

- Robin submitted a report detailing her attendance at the recent ILA conference she attended.
- Robin gave a Summary of Grants recently applied for, including the Per Capita and Equalization Grant.
- She discussed the upcoming Holiday Hours and the Staff Christmas Party. On a motion by Greene, seconded by Stone, the library will be closed Saturday December 24 and Saturday December 31, with no pay for the Saturday hours. The Staff Christmas Dinner was approved on a motion by Greene, seconded by Hart in an amount up to \$350. The Director Christmas Party will be held the night of the next board meeting.
- She reviewed the current staffing and reported that Liz Wallbaum will be out for surgery and recovery. Robin asked to be allowed to hire a part-time individual to fill the void. Following discussion, Robin was allowed to search for a person to work on Saturdays and possibly up to 2 other days per week, for a total of 21 hours/week at minimum wage. This position will be re-evaluated in 90 days. This was approved on a motion by Hart, seconded by Boston.

Unfinished Business:

New Business:

- The Audit from Pehlman and Dold was distributed and reviewed with Trustees and approved on a motion by Greene, seconded by Hart. A new Policy for Compliance with GASB 54 was presented and approved following the waiver of the 15 day advance notice required by laws on a motion by Stone, seconded by Hart. The Policy was then approved and adopted as presented on a motion by Boston, seconded by Greene.
- The Tax Levy Ordinance for FY 2012-13 was reviewed and approved on a motion by Greene and seconded by Hart.
- Samantha Boston reviewed information regarding attorneys in the area that specialize in the area of Library Law for the Board to decide if it would be necessary to change attorney's or have one on retainer.
- A discussion was held regarding purchasing from Staples and the problems we have had with their billing issues. It was decided at the current time to stop purchasing from Staples and use other office supply companies in the area and to just purchase with the PNC Visa Card and not on an open account.
- It was also discussed that Robin change the contact name on the PO Box at Ashland, as it is still reporting under the Ashland Public Library and Debra Aggert as the contact person. It was also discussed to look into closing the Safe Deposit Box at the Ashland location and possibly using a fire proof safe at the main location for items that we held there. This will be discussed further at another date.
- It was suggested that the Library offer a Thank You to the individual that reported the fire at the Plains location and purchase a book in their honor, based on a motion by Hart, seconded by Greene.

Committees to Meet:

- Technology – November 15, 5pm, Ashland
- Public Relations and Building/Maintenance will meet, but will decide on date via email with other members.

The next meeting will be held December 13, 2011 at 6:30pm, in Ashland. This will be the night of the Board Christmas Party.

Respectfully submitted,

Kelly S. Greene