

WAUCONDA AREA PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

MINUTES OF THE REGULAR MEETING

Monday, February 11, 2019

The meeting was held at the library at 7:00 p.m. with the following Library Trustees present: Mrs. Coolidge; Mrs. Houston; Mr. Laureys; Mrs. Muller, Mr. Pankey, and Mrs. Sorensen. Trustees absent: Mrs. Morris. Staff present: Tom Kern (Library Director); Elizabeth Greenup (Assistant Library Director); Visitor(s) present: none

Mr. Pankey presided. The meeting took place in the Lincoln Room.

Roll was called.

PRESENT: Coolidge, Houston, Laureys, Muller, Pankey, Sorensen

ABSENT: Morris

There was some discussion of the possibility that there might not be a quorum at the next regular board meeting March 11. It was determined that the meeting would be scheduled to begin at 7:30 p.m. instead of 7:00 p.m., and that Mr. Kern would publish the change.

AUDIENCE TO VISITORS

No visitors were present.

ACTION: MINUTES OF THE REGULAR MEETING OF January 14, 2019

Mr. Laureys made a motion seconded by Mrs. Houston to approve the minutes of the January 14, 2019 meeting, as corrected. Voice vote. All in favor. Motion carried.

ACTION: FINANCIAL REPORTS AND BILLS

The current financial and budget reports were discussed. Topics included: addition of an Insurance Claim line in both the Income and Expenditures portions of the budget reports; Mr. Kern reported on the actual insurance claim payment total so far, noting the roof fire damage repair was finished just before the deep snow of January 19.

Mr. Laureys made a motion seconded by Mrs. Coolidge to accept the bills, to pay the bills as presented and to transfer sufficient funds from the money market deposit account into the checking account.

Roll call vote

YES: Coolidge, Houston, Laureys, Muller, Sorensen, Pankey

NO: none

ABSTAIN: none

ABSENT: Morris

Motion carried.

LIBRARY USAGE REPORT

Library usage statistics were discussed. Topics included: 14% increase in total circulation (due in part to automatic renewals); patron counter is back in operation, now that the front entrance is now back in use; average patron count on a normal day is around 700; new steel railings are in fabrication and will not be installed until April.

LIBRARY DIRECTOR AND DEPARTMENTAL REPORTS

Mr. Kern gave a progress report on the construction project, noting that the ice melt system installation was finished and it works like a charm.

Mr. Kern explained the library's Inter-Governmental Agreement with District 118 regarding their snow-plowing of the library's parking lot, noting that District 118 has generally been doing a good job plowing the parking lot.

Elizabeth Greenup demonstrated one of the library's four new Cubetto kits, now available for in-library use and for school outreach programs.

SUGGESTION BOX

Suggestions were discussed briefly.

NEW BUSINESS

There was some discussion of a new Emergency Action Plan (EAP). Mr. Kern noted that the new EAP is now being reviewed by library managers and should be ready for board review at the March 11 board meeting. He noted that the Disaster Plan is being updated but that this could take several months. He passed copies of each plan around the table. Mrs. Sorensen suggested that these sorts of documents be made available on the library's Google Drive and Mr. Kern said they would look into this.

ADJOURNMENT

Mrs. Houston made a motion seconded by Mrs. Sorensen that the meeting be adjourned. Voice vote. All in favor. Motion carried.

The meeting adjourned at about 7:45 p.m.

Approved March 11, 2019

President

Secretary