

**WAUCONDA AREA PUBLIC LIBRARY DISTRICT**

**BOARD OF LIBRARY TRUSTEES**

**MINUTES OF THE REGULAR MEETING**

**Monday, June 10, 2019**

The meeting was held at the library at 7:00 p.m. with the following Library Trustees present: Mrs. Coolidge\*, Mrs. Flanagan, Mrs. Houston, Mr. Laureys, Mrs. Morris, Mrs. Sorensen, and Mr. Pankey. Trustees absent: none. Staff present: Tom Kern (Library Director); Elizabeth Greenup (Assistant Library Director); Visitor(s) present: Theresa Therens, Jeff Therens and Sean Flanagan (all exited the meeting after the swearing in of Mrs. Flanagan).

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

\*Mrs. Coolidge joined the meeting at 7:05 p.m.

**AUDIENCE TO VISITORS**

The visitors had no comments.

**OATH OF OFFICE**

The three trustees elected April 2, 2019 (Mrs. Flanagan, Mr. Laureys, Mrs. Coolidge) were sworn in by Mr. Pankey, reciting the Oath of Office as Library Trustee.

**EXECUTIVE SESSION**

**Mrs. Houston made a motion seconded by Mrs. Morris that the Board go into Executive Session for the discussion of the Lakemoor TIF Lawsuit.**

**OMA Exemption: 5 ILCS 120/2(c)(11) Topic to be considered: litigation.**

**Voice vote. All in favor. Motion carried.**

**EXECUTIVE SESSION (7:10 p.m. – 7:31 p.m.)**

**Mrs. Morris made a motion seconded by Mr. Laureys that the Board come out of Executive Session.**

**Voice vote. All in favor. Motion carried.**

**ACTION: NOMINATION AND ELECTION OF OFFICERS**

Mr. Kern briefly described the responsibilities of the officers of the library board. There was some discussion of who is interested in becoming an officer and who should be or wanted to be considered for each office.

**Mrs. Sorensen made a motion seconded by Mrs. Flanagan that the following slate of officers be approved as discussed:**

<b>President:</b>	<b>Mr. Pankey</b>
<b>Vice President:</b>	<b>Mrs. Morris</b>
<b>Secretary:</b>	<b>Mrs. Coolidge</b>
<b>Treasurer:</b>	<b>Mrs. Houston</b>

**Roll call vote**

**YES:** Coolidge, Flanagan, Houston, Laureys, Morris, Sorensen, Pankey  
**NO:** none  
**ABSTAIN:** none  
**ABSENT:** none

**Motion carried.**

**ACTION: COMMITTEE APPOINTMENTS**

Mr. Kern described the committees briefly, and there was some discussion of the committee appointments.

**Committee appointments were determined as follows:**

**Personnel and Salary Committee: Morris (Chair), Coolidge, Sorensen Pankey (ex officio)**

**Finance Committee: Houston (Chair), Coolidge, Laureys Pankey (ex officio)**

**Succession Committee: Laureys (Chair), Flanagan, Morris Pankey (ex officio)**

**Mrs. Morris made a motion seconded by Mr. Laureys to approve the committee appointments.**

**Roll call vote**

**YES:** Coolidge, Flanagan, Houston, Laureys, Morris, Sorensen, Pankey  
**NO:** none  
**ABSTAIN:** none  
**ABSENT:** none

**Motion carried.**

**ACTION: MINUTES OF THE REGULAR MEETING OF MAY 13, 2019**

**Mrs. Morris made a motion seconded by Mrs. Houston to approve the minutes of the May 13, 2019 meeting as corrected. Voice vote. All in favor. Motion carried.**

**ACTION: MINUTES OF THE PERSONNEL & SALARY COMMITTEE OF MAY 1, 2019**

**Mrs. Flanagan made a motion seconded by Mr. Laureys to approve the minutes of the May 1, 2019 Personnel & Salary Committee meeting. Voice vote. All in favor. Motion carried.**

**ACTION: FINANCIAL REPORTS AND BILLS**

The current financial and budget reports were discussed. Mrs. Coolidge asked about payment to the architects in the amount of \$2500. Mr. Kern indicated that this was part of the existing project and not something extra.

**Mrs. Morris made a motion seconded by Mrs. Houston 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, Flanagan, Houston, Laureys, Morris, Sorensen, Pankey**  
**NO: none**  
**ABSTAIN: none**  
**ABSENT: none**

**Motion carried.**

**LIBRARY USAGE REPORT**

Library usage statistics were discussed. Topics included: an increase in statistics due to auto-renewal, school visits and the new non-fiction shelves; decreases in Blu-ray and the future of the format; increase in interest in downloadable services such as Kanopy and Hoopla.

**LIBRARY DIRECTOR AND DEPARTMENTAL REPORTS**

Mr. Kern discussed the railings installation was set to begin June 18.

Mr. Kern provided an update about the Library Foundation meeting held on June 3, 2019. There were seven in attendance. The Library Foundation now has a live website. Most of the discussion was about the Foundation's role in the upcoming Garth Stein event.

Mr. Kern discussed the roof inspection. He received three proposals; however, they are not comparable. Mr. Kern will ask each company to provide proposals that are comparable and will have them for approval at the July meeting.

Mr. Kern discussed the parking lot repairs and paving. Mr. Kern is recommending that the proposal from Performance Paving be approved. The library will have to close when the repairs are made.

Mr. Kern said the window replacements are finished.

Mr. Kern asked if there were any questions about the Emergency Action Plan. There were none.

Mr. Kern asked if there were any question about the audit. No questions.

Mr. Kern discussed the change in ownership of MyMediaMall to Digital Library of Illinois and the requirement of an intragovernmental agreement.

Mr. Kern confirmed the Finance Committee would meet on June 24, 2019 at 3:00 p.m.

Mrs. Greenup discussed the increase in school visits in May 2019 by District 118. Students were presented with information about the library's summer reading and summer programs.

Mrs. Greenup discussed the overlap in summer concerts between the Wauconda Park District and the Library due to a miscommunication.

## **SUGGESTION BOX**

The Suggestion Box for June was discussed briefly. Mr. Kern discussed the process by which patrons can submit suggestions to the Library.

## **NEW BUSINESS**

**Action Item: Authorize Library Director to sign auditor's engagement letter from McClure, Inserra & Company as presented.**

**Mrs. Morris made a motion seconded by Mr. Laureys to authorize the Library Director to sign the auditor's engagement letter from McClure, Inserra & Company as presented.**

**Roll call vote:**

**YES: Coolidge, Flanagan, Houston, Laureys, Morris, Sorensen, Pankey**  
**NO: none**  
**ABSTAIN: none**  
**ABSENT: none**

**Action Item: Authorize Library Director to sign Intergovernmental Library Agreement to establish and become a member of a consortium of local government library entities to be known as the Electronic Content Consortium ("ECC").**

**Mrs. Flanagan made a motion seconded by Mrs. Coolidge to authorize the Library Director to sign Intergovernmental Library Agreement to establish and become a member of a consortium of local government library entities to be known as the Electronic Content Consortium ("ECC").**

**Roll call vote:**

**YES: Coolidge, Flanagan, Houston, Laureys, Morris, Sorensen, Pankey**  
**NO: none**  
**ABSTAIN: none**  
**ABSENT: none**

**Action Item: Approve Parking Lot Repairs (\$10,494) and Sealcoating/Striping (\$8,361) as proposed by Performance Paving at a total cost of \$18,855.**

**Mr. Laureys made a motion seconded by Mrs. Houston to approve Parking Lot Repairs (\$10,494) and Sealcoating/Striping (\$8,361) as proposed by Performance Paving at a total cost of \$18,855.**

**Roll call vote**

**YES: Coolidge, Flanagan, Houston, Laureys, Morris, Sorensen, Pankey**  
**NO: none**  
**ABSTAIN: none**  
**ABSENT: none**

**Action Item: Approve Emergency Action Plan and Disaster Plan as presented at the May 13, 2019 Board Meeting, with the stipulation that minor corrections and informational updates will be made as needed on an ongoing basis, and the documents will be reviewed by the board annually.**

**Mrs. Morris made a motion seconded by Mrs. Sorensen to approve the Emergency Action Plan and Disaster Plan as presented at the May 13, 2019 Board Meeting, with the stipulation that minor corrections and informational updates will be made as needed on an ongoing basis, and the documents will be reviewed by the board annually.**

**Roll call vote:**

**YES: Coolidge, Flanagan, Houston, Laureys, Morris, Sorensen, Pankey**  
**NO: none**  
**ABSTAIN: none**  
**ABSENT: none**

Wauconda Community Bank signature card forms were handed out to each board member to fill out.

**OLD BUSINESS**

None.

**COMMUNICATIONS**

None.

**ADJOURNMENT**

**Mrs. Morris made a motion seconded by Mrs. Flanagan that the meeting be adjourned. Voice vote. All in favor. Motion carried.**

The meeting adjourned at 8:45 p.m.

Approved July 8, 2019

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President

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Secretary