

**WAUCONDA AREA PUBLIC LIBRARY DISTRICT**

**BOARD OF LIBRARY TRUSTEES**

**MINUTES OF THE REGULAR MEETING**

**Monday, July 8, 2019**

The meeting was held at the library at 7:00 p.m. with the following Library Trustees present: Mrs. Coolidge, Mrs. Flanagan, Mr. Laureys, \*Mrs. Morris, Mrs. Sorensen, and Mr. Pankey. Trustees absent: Mrs. Houston. 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.

**EXECUTIVE SESSION**

**Mrs. Morris made a motion seconded by Mr. Laureys 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 (7:05 p.m. – 7:15 p.m.)**

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

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

**ACTION: MINUTES OF THE REGULAR MEETING OF JUNE 10, 2019**

**Mrs. Morris made a motion seconded by Mr. Laureys to approve the minutes of the June 10, 2019 meeting as corrected. Voice vote. All in favor. Motion carried.**

**ACTION: MINUTES OF THE FINANCE COMMITTEE OF JUNE 24, 2019**

**Mr. Laureys made a motion seconded by Mrs. Morris to approve the minutes of the June 24, 2019 Finance Committee meeting. Voice vote. All in favor. Motion carried.**

**ACTION: FINANCIAL REPORTS AND BILLS**

The current financial and budget reports were discussed.

**Mrs. Flanagan made a motion seconded by Mrs. Sorensen 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, Morris, Laureys, Sorensen, Pankey**

**NO: none**

**ABSTAIN: none**

**ABSENT: Houston**

**Motion carried.**

## **LIBRARY USAGE REPORT**

Library usage statistics were discussed. Topics included: an increase in statistics due to auto-renewal; the patron count for the Lincoln Room; a significant increase in Kanopy and teen usage; discussion of board books and magazines; and a large increase in program attendance in conjunction with using the new concrete pad in the back of the library.

## **LIBRARY DIRECTOR AND DEPARTMENTAL REPORTS**

Mr. Kern discussed the railings installation and all that was left to install is the electrical hookup for the lights. The punch list meeting is set for Tuesday, July 9.

Mr. Kern discussed the Foundation and their meeting at the same time as the board meeting. He discussed the need for board approval for closing the library early on October 23, 2019 for the Foundation's fundraising event with author Garth Stein.

Mr. Kern discussed the roof repair options. He spoke to five different roofing companies with different proposals and opinions. Two companies, Domain Solutions and Prate Roofing, provided pricing for aluminum coating. Two other companies, NIR and MetalMasters, said the aluminum coating was unnecessary and could create further problems. They recommended fixing seams and issues only. Combined Roofing can fix seams and coat the roof. Mr. Kern discussed there is no need for roof scanning and now questions the wisdom of coating the roof. He will make his recommendations at the August board meeting.

Mr. Kern noted that the library's audit by McClure, Inserra & Company will begin on July 9.

Mr. Kern discussed the possibility of installing outdoor instruments as an interactive element. The board recommended that he continue to research options.

Mr. Kern discussed the dedication plaque, and discussion ensued about including titles on the plaque.

\*Mrs. Morris left the meeting at 8:05 p.m.

Mr. Pankey noted the great June program statistics and acknowledged the staff's involvement with this.

## **SUGGESTION BOX**

The Suggestion Box for June was discussed briefly. Mrs. Greenup briefly discussed the purchase and ordering process when specific items are suggested for purchase by patrons and for the library in general.

## **COMMITTEE REPORTS**

### **Finance Committee**

The Finance Committee met on Wednesday, June 24 at 3:00 p.m. Mrs. Houston, Mr. Laureys, Mrs. Coolidge, Mr. Pankey (ex officio member), Mr. Kern and Mrs. Greenup were present. Mr. Kern's recommendations with respect to the spending plan for the coming fiscal year were discussed.

Due to Mrs. Houston absence, Mr. Kern presented the recommendations on behalf of the committee, including the board approval of the Fiscal Year 2019/2020 Spending Plan and the Tentative Budget and Appropriations Ordinance 19-01. Discussion followed.

### **Succession Committee**

The Succession Committee met on Monday, July 8 at 5:30 p.m. Mr. Laureys, Mrs. Morris, Mrs. Flanagan and Mr. Kern were in attendance. Mr. Laureys discussed the plan to contact consulting firms, headhunters, other libraries and trustees to answer questions about the succession process. Mr. Laureys said they will look to schedule additional meetings soon and have a timeline in place. Brief discussion of an Interim Director took place.

### **NEW BUSINESS**

**Action Item: Approve of FY2019/2020 Spending Plan.**

**Mr. Laureys made a motion seconded by Mrs. Sorensen to approve the FY2019/2020 Spending Plan as presented.**

**Roll call vote:**

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

**Action Item: Approve of the Tentative Budget & Appropriation Ordinance 19-01.**

**Mrs. Flanagan made a motion seconded by Mrs. Coolidge to approve the Tentative Budget & Appropriation Ordinance 19-01.**

**Roll call vote:**

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

**Action Item: Approve of Roofing Proposal**

**Mrs. Flanagan made a motion seconded by Mr. Laureys to table the approval of the roofing proposal.**

**Roll call vote**

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

**Action Item: Approve the verbiage of the renovation dedication plaque.**

**Mrs. Flanagan made a motion seconded by Mrs. Sorensen to approve the verbiage of the renovation dedication plaque that does not include board position titles.**

**Roll call vote:**

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

**Action Item: Approve Early Closing (4 p.m.) Wednesday, October 23 for Foundation Event.**

**Mrs. Flanagan made a motion seconded by Mrs. Sorensen to approve the early closing of the library on Wednesday, October 23 at 4 p.m. for the Foundation Event.**

**Roll call vote:**

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

Mrs. Coolidge talked about the possibility of the library hosting town hall events with government representatives.

**OLD BUSINESS**

None.

**COMMUNICATIONS**

None.

**ADJOURNMENT**

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

The meeting adjourned at 8:35 p.m.

Approved August 12, 2019

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President

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Secretary