

WAUCONDA AREA PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

MINUTES OF THE REGULAR MEETING

Monday, August 12, 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: none.

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

*Mrs. Coolidge entered the meeting at 7:03 p.m.

PUBLIC HEARING FOR FY2019/2020 BUDGET & APPROPRIATION ORDINANCE 19-01

Mrs. Morris made a motion seconded by Mrs. Flanagan to open the public hearing for the FY2019/2020 Budget and Appropriations Ordinance 19-01. The hearing had been advertised and posted as required. Voice vote. All in favor. Motion carried.

No visitors were present for the public hearing for the FY2019/2020 Budget and Appropriations Ordinance 19-01.

Mrs. Morris made a motion seconded by Mrs. Flanagan to close the public hearing for the FY2019/2020 Budget and Appropriations Ordinance 19-01. Voice vote. All in favor. Motion carried.

EXECUTIVE SESSION

Mr. Laureys made a motion seconded by Mrs. Houston 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. – 7:25 p.m.)

Mrs. Flanagan made a motion seconded by Mr. Laureys that the Board come out of Executive Session. Voice vote. All in favor. Motion carried.

ACTION: MINUTES OF THE REGULAR MEETING OF JULY 8, 2019

Mrs. Houston made a motion seconded by Mr. Laureys to approve the minutes of the July 8, 2019 meeting as corrected. Voice vote. All in favor. Motion carried.

Approval of Minutes of the Succession Committee meetings of July 8 and 22, 2019 was tabled, as these minutes were not yet finished.

ACTION: MINUTES OF THE SUCCESSION COMMITTEE OF AUGUST 5, 2019

Mrs. Flanagan made a motion seconded by Mrs. Morris to approve the minutes of the August 5, 2019 Succession Committee meeting, as corrected. Voice vote. All in favor. Motion carried.

ACTION: FINANCIAL REPORTS AND BILLS

The current financial and budget reports were discussed.

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: a continued increase in children's materials due to summer reading participation and requirements; door count is down most likely due to auto-renew and the need to not come in and renew or return materials; maybe fewer patrons in the door, but they are staying longer.

LIBRARY DIRECTOR AND DEPARTMENTAL REPORTS

Mr. Kern discussed the completion of the front plaza construction project. The project finished \$26,000 under budget.

Mr. Kern noted that the annual audit would be completed by September 1, and that the auditor would arrange to meet soon with the Treasurer (Mrs. Houston), top managers, and one other trustee if any other trustees would like to attend. Mr. Laureys said that he would try to attend.

Mr. Kern discussed the upcoming Garth Stein author visit. Tickets go on sale August 16.

Mr. Kern discussed the outdoor musical instruments, ordering and installation.

Mr. Kern discussed the need to audit the Secretary's minutes for the state's annual report.

Mr. Pankey acknowledged staff's work on another great summer reading program.

Mrs. Houston commented on how joyful Kid City is and that the mini golf program on August 9 was successful.

SUGGESTION BOX

The Suggestion Box for July was discussed briefly. Mrs. Morris acknowledged that typing in a library card barcode number is difficult to use a library computer but understands the process and need.

COMMITTEE REPORTS

Succession Committee

The Succession Committee met on Monday, August 5 at 6:00 p.m. Mrs. Coolidge, Mrs. Flanagan, Mrs. Houston, Mr. Laureys, Mrs. Morris, Mrs. Sorensen and Mr. Pankey (ex officio member) were present.

Discussion about the next meeting was held. The next meeting date and location is to be determined.

NEW BUSINESS

Action Item: Accept Director Kern's resignation for retirement

Mrs. Morris made a motion seconded by Mrs. Houston to accept Director Kern's retirement letter.

Roll call vote:

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

Action Item: Approve Resolution 19-05, A Resolution Appointing Elizabeth Greenup as Interim Library Director.

Mrs. Houston made a motion seconded by Mrs. Flanagan to approve Resolution 19-05, a Resolution Appointing Elizabeth Greenup as Interim Library Director.

Roll call vote:

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

Action Item: Approve Resolution 19-06, A Resolution Authorizing Check Signers with Respect to the Library's Accounts at Wauconda Community Bank.

Mrs. Morris made a motion seconded by Mr. Laureys to approve Resolution 19-06, A Resolution Authorizing Check Signers with Respect to the Library's Accounts at Wauconda Community Bank.

Roll call vote

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

Action Item: Approve the Budget & Appropriation Ordinance 19-01 for FY2019/2020.

Mr. Laureys made a motion seconded by Mrs. Houston to approve the Budget & Appropriation Ordinance 19-01 for FY2019/2020.

Roll call vote:

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

Action Item: Approve FY2019/2020 Estimate of Revenue.

Mrs. Flanagan made a motion seconded by Mrs. Sorensen to approve FY2019/2020 Estimate of Revenue.

Roll call vote:

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

Action Item: Approve Proposal for Roof Repairs.

Proposals were discussed. All the companies proposals are in good standing but not totally comparable.

Mrs. Morris made a motion seconded by Mrs. Flanagan to approve Combined Roofing Services LLP Proposal for Roof Repairs as presented.

Roll call vote:

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

Action Item: Approve the Purchase of Two Outdoor Musical Instruments ("Griffin" and "Merry") from Freenotes Harmony Park as presented.

Mrs. Flanagan made a motion seconded by Mrs. Coolidge to approve Purchase of Two Outdoor Musical Instruments ("Griffin" and "Merry") from Freenotes Harmony Park as presented.

Roll call vote:

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

Action Item: Approve Library Closures for the Parking Lot Work:

- a. Mon, August 19 Closed all day
- b. Tues, August 20 Closed until 3 p.m.
- c. Wed, August 21 Closed all day
- d. Thurs, August 22 Closed until 3 p.m.

Mr. Laureys made a motion seconded by Mrs. Coolidge to approve Library Closures for the Parking Lot Work as presented.

Roll call vote:

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

Mr. Kern explained the need to appoint two trustees for Secretary's Audit of the Minutes, as required by the Illinois Public Library Annual Report, and some discussion followed.

Mr. Laureys and Mrs. Sorensen volunteered and were appointed for the Secretary's Audit.

Action Item: Authorize Library Director to purchase his two desktop computers upon the end of his employment at the library at the price of \$100 each.

Discussion about the amount took place. It was decided to amend the price to \$50 each.

Mrs. Flanagan made a motion seconded by Mrs. Morris to authorize the Library Director to purchase his two desktop computers upon the end of his employment at the library at the price of \$50 each.

Roll call vote:

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

OLD BUSINESS

Mrs. Morris asked about Library Trustees and registration for the author events. Mrs. Greenup said Trustees register for the author events and other programs same as patrons.

Mrs. Coolidge asked for an update on the Wauconda Area Library Foundation and who will be a liaison. The Library Director will work with the Foundation in accepting money. The Library Director should generally attend Foundation meetings at least on a quarterly basis in order to provide guidance regarding the library's funding needs and to keep informed of the Foundation's activities.

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 8:25 p.m.

Approved September 9, 2019

President

Secretary