

Board Meeting
November 14, 2017
7:00 P.M.

1. Call to order—The meeting was called to order by Vice-President Bahira Karim at 7:07 P.M.
2. Roll call—The following trustees were present: Bahira Karim, Carol Looby, Wendy McCarthy, Karen Regan, and Ruth Anne Wheeler. K. C. McKenna Schlee and Tom Miller were absent.
Also present: Administrative Librarian Carol Hall
3. Pledge of Allegiance
4. Oath of Office for Ruth Anne Wheeler—Secretary Wendy McCarthy administered the oath of office.
5. Motion to establish Consent Agenda—Motion to establish the Consent Agenda including items a, b, and c was made by Karen Regan and seconded by Carol Looby.
 - a. Approve minutes of October 10th Board Meeting
 - b. Approve payment of monthly bills in the amount of \$55,894.57
 - c. Approve Treasurer’s Report

Balance, October 1, 2017	\$1,270,287.49
Revenues	3,068.81
Expenditures	66,953.72
Balance, October 31, 2017	\$1,206,402.58

Yes: Bahira Karim, Carol Looby, Wendy McCarthy, Karen Regan, and Ruth Anne Wheeler
No: None
6. Motion to approve Consent Agenda—Motion to approve the Consent Agenda was made by Ruth Anne Wheeler and seconded by Karen Regan.

Yes: Bahira Karim, Carol Looby, Wendy McCarthy, Karen Regan, and Ruth Anne Wheeler
No: None
7. Communications
 - Library Law e-note from Klein, Thorpe, and Jenkins regarding recent legislation affecting libraries.
8. Librarian’s Report

- K. C. McKenna Schlee called to say she is getting better and stronger with physical therapy. She hopes to attend the December board meeting and said to tell you all hello and to keep up the good work.
- The dumpster was in the driveway when I came to work this morning. The village is still working on the drainage ditch. If the dumpster can't go back to its previous location, it will need to be relocated, probably in one of the parking places by the fence.
- The Youth Services Department would like to have a desk, chair, and computer for the Youth Services Assistant. Currently there is no designated place for the assistant to work when both the librarian and assistant are working at the same time.
- Riverdale Library will be temporarily closed from December 1 – January 29.
- A Girl Scout troop leader called to ask if her troop could make bookmarks to be sold at the library to benefit Stephanie Daujatas. It was the board's consensus that they did not wish to set a precedent for collecting monetary donations at the library.

9. Public Comment—None present.

10. Committee Reports--None

11. Unfinished Business

- a. Per Capita Grant requirement—Library security webinars and the State Library's Literacy efforts were discussed.

12. New Business

- a. ILA Conference report (Carol Looby and Tom Miller)—Carol found the program about Parliamentary Procedure especially informative and would like to duplicate the handouts for board members. She was also able to spend some time in the exhibit area.
- b. Approve Resolution to Cast a Ballot in 2017 IMRF Trustee Election
 Motion to approve Resolution 2018-1, casting the ballot for Stephanie A. Helms was made by Karen Regan and seconded by Wendy McCarthy.
 Discussion: Trustees discussed the qualifications and types of service listed for the candidates in the ballot packet. It was their consensus that Ms. Helms would be well-suited to the job.
 Yes: Bahira Karim, Carol Looby, Wendy McCarthy, Karen Regan, and Ruth Anne Wheeler
 No: None

- c. Approve Reference Policy—Motion to approve the Reference Policy as proposed was made by Karen Regan and seconded by Wendy McCarthy.
Discussion: Inaccuracies were deleted from the existing policy, and it was updated to reflect changes in service.
Yes: Bahira Karim, Carol Looby, Wendy McCarthy, Karen Regan, and Ruth Anne Wheeler
No: None
- d. Approve Ordinance #2018-3 an Ordinance Levying and Assessing Taxes for the Fiscal Year Beginning July 1, 2017 and ending June 30, 2018
Motion to approve Ordinance 2018-3 was made by Karen Regan and seconded by Carol Looby.
Yes: Bahira Karim, Carol Looby, Wendy McCarthy, Karen Regan, and Ruth Anne Wheeler
No: None
- e. Approve Ordinance 2018-4 an Ordinance Establishing a Special Reserve Fund
Motion to approve Ordinance 2018-4 was made by Karen Regan and seconded by Bahira Karim.
Yes: Bahira Karim, Carol Looby, Wendy McCarthy, Karen Regan, and Ruth Anne Wheeler
No: None
- f. Executive Session ILCS 120/2(c)(1) “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.”
Motion to convene the meeting in Executive Session at 7:48 P.M. was made by Ruth Anne Wheeler and seconded by Bahira Karim
Yes: Bahira Karim, Carol Looby, Wendy McCarthy, Karen Regan, and Ruth Anne Wheeler
No: None
The meeting was reconvened in open session at 8:06 P.M. Christmas Eve and New Year’s Eve are designated paid holidays. Board members were in agreement that the library will be closed December 23rd and December 30th since Christmas Eve and New Year’s Eve fall on Sunday. Part-time staff who work on Saturdays will be compensated for the 23rd and 30th.

13. Set dates for committee meetings—None set at this time.

14. Public comment—None present.

15. Adjournment—Motion to adjourn the meeting at 8:15 P.M. was made by Karen Regan and seconded by Carol Looby. The motion carried, and the meeting was adjourned.

Secretary

Presiding Officer