

**Board Meeting**  
**December 12, 2017**  
**7:00 P.M.**

1. Call to order—The meeting was called to order by President Tom Miller at 7:02 P.M.
2. Roll call—The following trustees were present: Carol Looby, K. C. McKenna Schlee, Tom Miller, Karen Regan, and Ruth Anne Wheeler. Bahira Karim and Wendy McCarthy were absent with prior notification.  
Also present: Bob Gerth, and Administrative Librarian Carol Hall
3. Pledge of Allegiance
4. Recognition of Bob Gerth’s 25<sup>th</sup> service anniversary—Board members congratulated Bob and expressed their appreciation for his service to the library. President Miller presented him with a certificate and a gift card.
5. Motion to establish Consent Agenda—Motion to establish Consent Agenda including items a, b, c, and d. Motion was made by Karen Regan, seconded by Carol Looby to establish the Consent Agenda including items a, b, c, and d.
  - a. Approve minutes of November 14<sup>th</sup> Board Meeting
  - b. Approve minutes of November 14<sup>th</sup> Executive Session
  - c. Approve payment of monthly bills in the amount of \$39,681.48
  - d. Approve Treasurer’s Report

Balance November 1	\$1,206,402.58
Revenues	2,169.46
Expenditures	61,870.97
Balance November 30	\$1,146,701.07

Yes: Carol Looby, K. C. McKenna Schlee, Tom Miller, 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 Tom Miller.  
Yes: Carol Looby, K. C. McKenna Schlee, Tom Miller, Karen Regan, and Ruth Anne Wheeler  
No: None
7. Communications

- Flyer regarding ILA Trustee workshop—Those interested in attending should notify the Administrative Librarian by the January 9<sup>th</sup> board meeting.

#### 8. Librarian's Report

- Several staff members, especially those work on public desks, are out with colds or flu.
- Marcin upgraded the wireless access points over the weekend.
- About 60 parents and children attended the visit with Santa—an increase from 2016's visit.
- The Per Capita Grant is due January 15.
- The parking lot was well salted in anticipation of snow on Monday.
- There is no information about possible tenants for the strip mall to the West of the library.

#### 9. Public Comment—None present

#### 10. Committee Reports—None

#### 11. Unfinished Business--None

#### 12. New Business

- a. Approve schedule of 2018 regular board meeting dates—Motion to approve the schedule of 2018 regular board meeting dates was made by Ruth Anne Wheeler and seconded by K. C. McKenna Schlee.  
Discussion—All dates are the second Tuesday of the month. A typographical error will need to be corrected before the list is posted.  
Yes: Carol Looby, K. C. McKenna Schlee, Tom Miller, Karen Regan, and Ruth Anne Wheeler  
No: None
- b. Biannual review of Executive Session minutes—Motion that no Executive Session minutes be made public at this time was made by K. C. McKenna Schlee and seconded by Ruth Anne Wheeler.  
The motion carried unanimously.
- c. Approve Special Reserve Fund Plan—Motion by K. C. McKenna Schlee, seconded by Tom Miller to approve the Special Reserve Fund Plan  
Discussion: Illinois Statutes specify the allowable expenditures from the fund.  
The motion carried unanimously.

- d. Approve Transfer of funds from Corporate Fund to Special Reserve Fund—  
Motion to approve the transfer of \$71,227.94 from Corporate Fund to the Special Reserve Fund was made by Karen Regan and seconded by Tom Miller.  
Discussion: The amount specified is the amount in our Special Reserve Fund account with The Illinois Funds.  
Yes: Carol Looby, K. C. McKenna Schlee, Tom Miller, Karen Regan, and Ruth Anne Wheeler  
No: None
  
- e. Approve Transfer of funds from Corporate Fund to Building Fund  
Motion to approve transfer of \$12,500 from the Corporate Fund to the Building Fund was made by Karen Regan and seconded by Carol Looby.  
Discussion: The transfer was recommended by the library’s auditor.  
Yes: Carol Looby, K. C. McKenna Schlee, Tom Miller, Karen Regan, and Ruth Anne Wheeler  
No: None
  
- f. New Illinois law regarding Sexual Harassment (discussion)  
Discussion—The Administrative Librarian is gathering policy models and other information. Although the library has a policy, it will need to be revised to include additional required elements. Further development will be done by the Policy & Personnel Committee.

13. Set dates for committee meetings—K. C. McKenna Schlee will contact Wendy McCarthy to determine a date when Policy & Personnel will meet.

14. Public comment—None present.

15. Adjournment—Motion to adjourn the meeting was made by Tom Miller and seconded by Carol Looby. The motion carried, and the meeting was adjourned at 7:40 P.M.

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Secretary

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President