

MINUTES OF THE BOARD OF TRUSTEES
DEKALB PUBLIC LIBRARY
WEDNESDAY, August 9, 2017
7:00 p.m.

MEMBERS PRESENT: Tanesha Briggs, Joan Burger, Bill Cummings, Wendell Johnson, Janis Kirts, Carolyn Massey, Joe Mitchell, Susan Richter, Gary Vander Meer.

MEMBERS ABSENT: None.

GUESTS: Raymond Munch, City of DeKalb Liaison.

CALL TO ORDER

The meeting was called to order at 7:01 p.m.

ADDITIONS/CHANGES TO AGENDA

There will be no closed session.

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

- a) July 12, 2017 Regular Board Minutes
- b) Policy Review Committee Minutes June 22, 2017
Richter moved and Mitchell seconded to approve both sets of minutes. Vander Meer noted that Susan Richter's name was not listed on minutes of Regular Board Minutes. All minutes approved with the correction of this item.

ANNOUNCEMENTS

- a) AIA Ceremony will be October 18th at 5:30 p.m.
- b) Burger and Vander Meer attended the Legal Training at Hinckley on Saturday, October 5, 2017.
- c) Phone Tree has been updated and will only contain 4 options.
- d) Water has been an issue this is being checked by the State Plumber.

COMMUNICATIONS

Have received information for applying for two grants: First Midwest and DCCF Community Needs Grant.

REPORTS

- a) Director's Report
There was a question about what type of graffiti was on the wall. Should we have a picture?

b) Friends' of Library Liaison Report

Kirts reported that the Friends had about \$17,654.00 in their account. They have paid for many programs and given monies for tables, button maker, and table rack. Their meeting in September will be the 2nd Monday instead of the 1st.

DISCUSSION/ACTION ITEMS

- a) FY 2018 Budget Discussion. The Board reviewed the 2018 budget. Discussion and questions followed. Approval of budget will be in September.
- b) Personnel Policy Approval. The Lawyer made a few changes: 10 days bereavement for a child, background checks for new hires, staff can talk to Board but the Board does not have to give any type of response. Vander Meer moved to approve policy, seconded by Richter. Personnel Policy approved.
- c) Trustee Facts File Chapter 3. The Board reviewed.
- d) Standards for Libraries Chapter 2. The Board reviewed.
- e) Approval of Exempt status for the Public Relations and Events Manager job description and position. Richter moved to approve seconded by Massey. Approved.

FINANCE

- a) Approval of July 2017 Monthly Bills. Richter moved and Vander Meer seconded to approve the July 2017 Monthly Bills in the amount of \$59,569.32. Roll call was taken. Ayes: Briggs, Burger, Cummings, Johnson, Kirts, Massey, Mitchell, Richter, Vander Meer. Nays: None. Bills approved.
- b) Financials. There is a new format for the financials.
- c) Fundraising. A plan for fundraising is in the works.

OLD BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

The Board adjourned at 7:45 p.m.

Respectfully submitted,
Patricia Adamkiewicz
Deputy Administrator