

MINUTES OF THE BOARD OF TRUSTEES
DEKALB PUBLIC LIBRARY
WEDNESDAY, September 13, 2017
7:00 p.m.

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

MEMBERS ABSENT: Tashena Briggs

GUESTS: Raymond Munch, City of DeKalb

CALL TO ORDER

The meeting was called to order at 7:00 p.m.

ADDITIONS/CHANGES TO AGENDA

Eliminate j) Approval of Finance Policy

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

Richter moved and Vander Meer seconded to approve the August 9, 2017 Board Minutes. Motion approved.

ANNOUNCEMENTS

- a) ALA event at Drury Lane in Oak Brook Terrace. Four Board members will attend: Richter, Mitchell, Cummings, and Johnson.
- b) Illinois State Historical Society is presenting the library with a 'Johnny Appleseed Apple Tree'. This will be planted in the Haish Garden.

COMMUNICATIONS

- a) No movement on the Illinois State Construction Grant Money.
- b) Wendell Johnson will not be at the October Board Meeting.

REPORTS

- a) Director's Report. Faulkner reported the Homeschoolers attending the event were mostly elementary school children. Pepper is now being involved with DeKalb Mechanical to get items finished. Manufacturer will be out for the water heater.

- b) Report from Friends' of Library Liaison. Kirts gave the report and said that only 17 members attended the last bus trip. October 20-22 will be the next Book Sale. The president of Friends, Rich Rice, will talk to Board at the October meeting.

DISCUSSION/ACTION ITEMS

- a) Approval of FY 2018 Budget. Faulkner reported that we don't have the EAV yet. Finance Committee already checked the budget and reported it was all ok. Richter moved and Mitchell seconded to approve the 2018 budget. Roll call was taken. Ayes: Burger, Cummings, Kirts, Massey, Mitchell, Richter, Vander Meer, Johnson. Nays: None. Absent: Briggs. Motion approved.
- b) Approval of DeKalb Public Library's 2018 Closed Dates. Richter moved and Massey seconded to approve the 2018 Library Closed dates. Motion approved.
- c) Biennial Review of Collection Development Policy. FYI for Policy Review Committee.
- d) Semi-Annual Review of Closed Minutes in October. FYI for Bill Cummings and Gary Vander Meer to review.
- e) Review of Standards for Libraries, Chapter 3. The Board reviewed.
- f) Review of Trustee Facts File, Chapter 4. The Board reviewed.
- g) Approval of Library Closures: November 1 and December 31st. Faulkner asked for the library to be closed on November 1st from 9-11 for an In-Service and for the library to close for the entire day on New Year's Eve Day, Sunday the 31st. Vander Meer made a motion to close the library for these times on the specified days seconded by Richter. Motion approved.
- h) Approval of District 428 Student Library Cards. Faulkner asked the Board for permission to pursue and Intergovernmental Agreement between District 428 and the library to have students get library cards and also to have the teachers oversee the signing of cards by the parents. Richter moved and Vander Meer seconded for Emily Faulkner to pursue the agreement and have teachers oversee the signing of the library cards. Motion passed.
- i) Approval of Unattended Child Policy. Faulkner said the policy mainly changed with the clarifying of the age of the child left unattended and also what to do if a child is lost. Richter moved and Massey seconded to approve the policy. Motion approved.
- j) Approval of Updated FOIA Policy. Not much change in this policy from last approval. The statutory statement was removed. Richter moved and Massey seconded to approve the FOIA Policy. Motion approved.
- k) Approval of Board of Trustees Electronic Participation Policy. This is new to OMA. As long as there is a physical quorum at the library a trustee can participate by phone or skype and vote.

The reasons would have to be for either illness, business or emergency matters. Vander Meer made motion to approve this policy seconded by Richter. Motion approved.

- l) Approval of updates to Personnel Policy. Areas of change were:
- 1) Work periods-changed was striking ½ day.
 - 2) Vacation – like sick time, can be taken in 15 minute increments after an initial first hour.
 - 3) Attendance – no grace period, employee not paid for time not worked.
 - 4) Sick – can be used for bereavement. Letters from Doctors can be requested for several reasons.

Richter moved and Kirts seconded to approve these updates to the policy. Approved

FINANCE

- a) Approval of August 2017 Monthly Bills. Richter moved and Mitchell seconded to approve the monthly bills in the amount of \$48,447.97. Roll call was taken. Ayes: Burger, Cummings, Johnson, Kirts, Massey, Mitchell, Richter, Vander Meer. Nays: None. Absent: Briggs. Motion approved
- b) Financials. Richter asked a few questions about some of the accounts. Faulkner to reply to Board with the answers via email.
- c) Fundraising Report. Faulkner reported that the monies were still being updated to make the numbers more balanced. The Brown money in the Philanthropy Account is not for expansion but for the installing of the Brown Memorial.

OLD BUSINESS

None

NEW BUSINESS

Legal Training will be October 21 at 10:00 at the Genoa Public Library.

PUBLIC COMMENTS

None

ADJOURNMENT

The Board adjourned at 8:10 p.m.

Respectfully submitted,
Patricia Adamkiewicz
Deputy Administrator