

# Genoa Public Library District

## Board of Trustee Meeting Minutes

July 22, 2024

- I. CALL TO ORDER – Meeting was called to order at 7:03 pm by Board President Jim Hansen. Trustees present: Steven Veeneman, Mary Keys, and Donna Bradshaw. Trustees absent: Jennifer Lechelt. Also present: Library Director Jen Barton. *In light of Board Secretary Jennifer Lechelt's absence, Donna Bradshaw was Acting Secretary for the meeting.*
- II. APPROVAL OF AGENDA – Steven moved to approve the agenda as presented. Second by Donna. Vote: Yes/4, No/0
- III. PUBLIC COMMENT – None
- IV. PRESENTATIONS – None
- V. APPROVAL OF MINUTES – Steven moved to approve the regular board meeting minutes from June 17, 2024. Second by Donna. Vote: Yes/4, No/0
- VI. CORRESPONDENCE
  - i. Library Director Jen Barton shared the updated calendar for the 2025 Consolidated Election due to Public Act 103-0600 which became effective on July 1, 2024. The change in the calendar shifts the candidate filing periods and related dates for library trustees up by 28 days.
- VII. TREASURER'S REPORT – Steven moved that we place \$22,494.14 on the record for audit for the month of June. Second by Donna. A roll call vote was taken: Steven-yes, Donna-yes, Mary-yes, Jim-yes.
- VIII. OLD BUSINESS
  - i. Items on the Project List were reviewed and the list will be updated to reflect progress and completion of current items.
- IX. NEW BUSINESS
  - i. Steven moved to approve Building Maintenance Ordinance 24-01 as presented. Second by Mary. A roll call vote was taken: Steven-yes, Donna-yes, Mary-yes, Jim-yes
  - ii. Steven moved to certify the 2024 Illinois Public Library Annual Report. Second by Donna. Vote: Yes/4, No/0
  - iii. Steven moved to approve the revisions to the Library Director Evaluation Policy as presented. Second by Donna. Vote: Yes/4, No/0
  - iv. Steven moved to approve the proposal for labor from CMJ IT Solutions to upgrade the Library to Microsoft 365 at a cost not to exceed \$1,500.00. Second by Mary. A roll call vote was taken: Steven-yes, Donna-yes, Mary-yes, Jim-yes
- X. STANDING COMMITTEES
  - a. Finance – None
  - b. Technology – None
  - c. Facilities – None
  - d. Policy - None
- XI. DIRECTOR'S REPORT AND MONTHLY STATISTICS – Presented
- XII. FUTURE AGENDA ITEMS – None
- XIII. ADDITIONAL DISCUSSION
- XIV. CLOSED SESSION – None
- XV. ADJOURNMENT – The meeting was adjourned in due form at 7:50 pm.

**Next Meeting: August 19, 2024**