

Genoa Public Library
Board of Trustee Meeting Minutes
November 20, 2017

- I. CALL TO ORDER – Meeting was called to order at 7:01 pm by Board President Dale Pitstick. Members present: Marilyn Belin, Kay Baker, and Jim Hansen (arrived at 7:05 pm). Members Absent: Jim Newhall. Also present: Library Director Jen Barton.
- II. APPROVAL OF AGENDA – Marilyn moved to approve the agenda, second by Kay. Vote: Yes/3, No/0
- III. PUBLIC COMMENT - None
- IV. PRESENTATIONS - None
- V. APPROVAL OF MINUTES – Kay moved to approve the minutes from October 16, 2017, second by Marilyn. Vote: Yes/3, No/0
- VI. CORRESPONDENCE – Jen shared that the library had received a donation from J6 Charitable Foundation in the amount of \$5,000.00
- VII. TREASURER’S REPORT – Marilyn moved that we place \$20,076.81 on the record for audit. Second by Kay. A roll call vote was taken: Dale-yes, Marilyn-yes, Kay-yes, Jim H-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.
 - ii. Dale shared the name of a potential candidate for Trustee. Jen will contact the candidate and share information about being a Trustee and how the candidate can apply for the position.
 - iii. Jen shared the answers she received from American Marketing & Publishing in regards to patron cell number security. However, Jen shared that the library can utilize the Remind app and texting service for no cost instead of paying for texting service through American Marketing & Publishing. Kay moved that the library use the Remind texting service for marketing and notification purposes. Second by Marilyn. A roll call vote was taken: Dale-yes, Marilyn-yes, Kay-yes, Jim H-yes
- IX. NEW BUSINESS
 - i. Marilyn moved that the library vote for Tom Kuehne on the IMRF Executive Trustee Election Resolution 17-05. Second by Kay. Vote: Yes/4, No/0
 - ii. Kay moved that we purchase one case of ceiling tiles from Grainger for \$661.00 plus the cost of shipping. Second by Jim H. A roll call vote was taken: Dale-yes, Marilyn-yes, Kay-yes, Jim H-yes
 - iii. Jim H moved that we accept the proposal from Glass Enhancements for \$676.20 to install protective window film on the 11 small windows on the south and west walls. Second by Marilyn. A roll call vote was taken: Dale-yes, Marilyn-yes, Kay-yes, Jim H-yes
 - iv. Marilyn moved that we accept the HVAC maintenance agreement with Smith-Dahlquist, Inc. for an annual cost of \$1,700.00. Second by Jim H. A roll call vote was taken: Dale-yes, Marilyn-yes, Kay-yes, Jim H-yes
- X. STANDING COMMITTEES
 - a. Finance – None

- b. Marketing and Communications – None
- c. Technology – None
- d. Facilities – None
- e. Policy - None
- XI. DIRECTOR’S REPORT AND MONTHLY STATISTICS - Presented
- XII. CLOSED SESSION - None
- XIII. ADDITIONAL DISCUSSION – The Board reviewed Chapters 1-5 of the *Trustee Facts File* and will make amendments to our by-laws as recommended in Chapter 3. These will be presented for approval at the December meeting. The Safety Training video was also discussed and will be documented in the Per Capita Grant application.
- XIV. ADJOURNMENT – The meeting was adjourned in due form at 8:01 pm.

Next Meeting: December 18, 2017