

Genoa Public Library
Board of Trustees Meeting Minutes
August 21, 2017

- I. BUDGET MEETING - Called to order at 7:00 pm. All Trustees present and no public in attendance. Meeting was duly adjourned at 7:04 pm.
- II. CALL TO ORDER – Meeting was called to order at 7:04 p.m. by Board President Dale Pitstick. Members present: Kay Baker, Jim Hansen, Marilyn Belin, and Jim Newhall. Also present: Library Director Jen Barton.
- III. APPROVAL OF AGENDA- Kay moved to approve the agenda, second by Marilyn. Vote: Yes/5 No/0
- IV. PUBLIC COMMENT- None
- V. PRESENTATIONS - None
- VI. APPROVAL OF MINUTES – Jim H. moved to approve, second by Jim N.
- VII. CORRESPONDENCE - None
- VIII. TREASURER’S REPORT
 - a. Marilyn moved that we place \$23,010.46 on the record for audit. Second by Kay. A roll call vote was taken: Kay-yes, Dale-yes, Jim H-yes, Marilyn-yes, Jim N-yes
- IX. OLD BUSINESS
 - a. Items on the Project List were reviewed and the list will be updated to reflect progress and completion of current items.
 - b. Board members were encouraged to continue looking for candidates to fill our two vacant Board seats.
- X. NEW BUSINESS
 - a. Kay moved to approve Budget and Appropriation Ordinance 17-03. Second by Jim N. A roll call vote was taken: Kay-yes, Dale-yes, Jim H-yes, Marilyn-yes, Jim N-yes
 - b. Marilyn moved to approve the Illinois Public Library Annual Report for submittal to the Illinois State Library. Second by Jim H. Vote: Yes/5, No/0
 - c. Jim H moved to transfer the FY16 surplus of \$29,618.50 to the Special Reserve Fund. Second by Kay. A roll call vote was taken: Kay-yes, Dale-yes, Jim H-yes, Marilyn-yes, Jim N-yes
 - d. Jim N moved that the non-interest checking account should be closed since its purpose is no longer legally required. Second by Jim H. A roll call vote was taken: Kay-yes, Dale-yes, Jim H-yes, Marilyn-yes, Jim N-yes
 - e. Library Director Jen Barton informed the Board that all library services will be unavailable on Tuesday, September 12, 2017 due to server migration to the cloud by PrairieCat. The library will remain open that day for computer usage and other office services that can be provided. Checkouts will be done locally and limited per patron for the day.
- XI. STANDING COMMITTEES
 - a. Finance- none
 - b. Marketing and Communication-none
 - c. Technology-none
 - d. Facilities-none
 - e. Policy-none.
- XII. DIRECTOR’S REPORT AND MONTHLY STATISTICS –presented

XIII. CLOSED SESSION - None

XIV. ADDITIONAL DISCUSSION

a. Book Sale volunteers were recruited.

b. Library Director Jen Barton informed the Board that there had been some changes in staff members and that she will be actively hiring new staff to bring staffing levels back up to standard.

XV. ADJOURNMENT- Meeting was adjourned in due form at 8:00 p.m.

Next meeting: September 18, 2017 at 7:00 p.m.