

**Minutes of the Regular Meeting of the Board of Trustees
of the Byron Public Library District
February 13, 2019**

The meeting was called to order at 4:08 p.m. by Elaine Breck. Board members present were Lavonne Berkeley, Elaine Breck, David Conley, and Jill Grennan. Also attending were Emily Porter, Director and Recording Secretary Jeannine Hedges.

Absent Members: Barbara Clubb, Susan O'Neil and Richard Pleniewicz

Visitors: None

Minutes:

Mr. Conley made a motion to approve the Regular Meeting Minutes of January 9, 2019. The motion was seconded and approved 4-0.

Treasurer's Report and Monthly Bills:

Mrs. Porter distributed written reports. Mrs. Porter held a brief discussion on office supplies such as poster printing expenses. Also included in the office supplies are the new vinyl collection supplies. Mrs. Porter noted that the use of Square is working well.

Bills

Mrs. Porter distributed written reports.

A motion to pay the bills was made by Mrs. Berkeley and then seconded. The motion was approved in a roll call vote 4-0: Mrs. Berkeley, yes; Mrs. Breck, yes; Mr. Conley, yes; and Mrs. Grennan, yes.

Librarian Report:

Mrs. Porter distributed written reports. Mrs. Porter discussed the latest Vox Talking book collection to the juvenile collection. They are picture books with recordings and head phone jacks. Mrs. Porter noted several closures in January due to the weather.

Mrs. Porter held a brief discussion on the results of the reduction results to the Exelon assessments. There will be an OCIAB meeting next week.

Trustee Reports: Mrs. Breck suggested that the library packets could be viewed digitally instead of being printed each month.

Approved March 13, 2019

Committee Reports:

- Finance: The next meeting will be scheduled for April 3, 2019 at 12:00 p.m.
- Operations Committee: The next meeting will be March 4, 2019 at 5:00 p.m.
- Executive Committee: The next meeting will be April 15, 2019 at 4:00 p.m.
- Facilities Management: Mrs. Berkeley reported from the February 11, 2019 meeting. Mrs. Porter discussed a chart for upcoming maintenance, facility projects and wish lists.
- Strategic Planning Committee: None

Unfinished Business

- None

New Business

- Mrs. Berkeley made a motion to approve the photo policy submitted. The motion was seconded and approved 4-0.
- Mrs. Grennan made a motion to approve the Room Reservation Policy as attached. The motion was seconded and approved 4-0.
- Facilities committee made a motion to approve the Fox Valley Fire and Safety Contract seconded. The motion was approved in a roll call vote 4-0: Mrs. Berkeley, yes; Mrs. Breck, yes; Mr. Conley, yes; and Mrs. Grennan, yes.
- A motion to adjourn was made by Mrs. Grennan and seconded. The meeting adjourned at 4:46 p.m.

Respectfully Submitted,
Jeannine Hedges
Recording Secretary

Approved March 13, 2019