

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

The meeting was called to order at 4:02 p.m. by Barbara Clubb. Board members present were Lavonne Berkeley, Barbara Clubb, David Conley, Jill Grennan, and Rich Pleniewicz. Also attending were Emily Porter, Director. Elaine Breck entered at 4:08 p.m. preceding the approval of the monthly bills.

Absent Members: Susan O'Neil

Visitors: None

Minutes:

Mrs. Berkeley made a motion to approve the Regular Meeting Minutes of February 13, 2019 as well as the Operations Committee Meeting Minutes of March 4, 2019. The motion was seconded and approved 5-0.

Treasurer's Report and Monthly Bills:

Mrs. Porter distributed written reports. Mrs. Porter held a brief discussion on snow plowing. Mrs. Porter also explained the adjustments to the budget, including increases in interest income, salary expenses, and building and repair expenses.

Bills

Mrs. Porter distributed written reports.

A motion to pay the bills was made by Mr. Pleniewicz and then seconded. The motion was approved in a roll call vote 6-0: Mrs. Berkeley, yes; Mrs. Breck, yes; Mr. Conley, yes; Mrs. Clubb, yes; Mr. Pleniewicz, yes; and Mrs. Grennan, yes.

Librarian Report:

Mrs. Porter distributed written reports. Mrs. Porter discussed the new building repair issues that have come to light after having emergency system inspections done by Fox Valley Fire & Safety. The replacement valve on the sprinkler system will be repaired on Friday before the library opens for the day.

Mrs. Porter also discussed the quote for the roof, which will include work on the flat roof as well as gutter repair.

Mrs. Porter explained the reasons for and the process of moving to byronlibrary.org. Since the State of Illinois is going to start charging \$25 for DNS records, Mrs. Porter decided to move the current site to a new host, which includes DNS records, and buy a new domain name. The staff's/board's emails will change as well, though both will work for at least a year. Mrs. Porter will provide instructions to the board for changes if any are needed.

Approved April 10, 2019

Trustee Reports:

Mr. Conley noticed that there were a lot of cigarette butts in the parking lot and on the sidewalks. He requested that we sweep once the snow has finished melting.

Committee Reports:

- Finance: Mrs. Breck requested that the Finance Committee meeting be held an hour later than planned. The other committee members agreed to the new time. The next meeting is scheduled for April 3, 2019 at 1:00 p.m.
- Operations Committee: The report from March 4, 2019 was given at last month's meeting. Nothing new to report.
- Executive Committee: The next meeting will be April 15, 2019 at 4:00 p.m.
- Facilities Management: None
- Strategic Planning Committee: None

Unfinished Business

- None

New Business

- Operations Committee made a motion to approve the Material Policy submitted. The motion was approved 6-0.
- Mrs. Berkeley made a motion to approve the Digital Sign Policy as attached. The motion was seconded and approved 6-0.
- A motion to adjourn was made by Mrs. Breck and seconded. The meeting adjourned at 4:37 p.m.

Respectfully Submitted,
Emily Porter,
Director

Approved April 10, 2019