

**Minutes of the Regular Meeting of the Board of Trustees
of the Byron Public Library District
June 12, 2019**

The meeting called to order at 4:03 p.m. by Vice President, Susan O'Neil. Board members present were Lavonne Berkeley, Elaine Breck, David Conley, Jill Grennan, Susan O'Neil, and Richard Pleniewicz. Also attending were Emily Porter, Director, and Recording Secretary Jeannine Hedges.

Absent Members: Barbara Clubb

Visitors: None

Minutes:

Mrs. Berkeley made a motion to approve the Minutes of the Regular Meeting of May 8, 2019 and the June 4, 2019 Finance Committee Meeting. The motion was seconded. The motion passed 5-0. Mrs. Breck arrived during the monthly bills discussion.

Treasurer's Report and Monthly Bills:

Mrs. Porter distributed and discussed written reports. Mrs. Porter discussed an estimated amount she expects to put toward the Capital Repair Fund. Mrs. Porter discussed her projected goals and projects.

Bills

Mrs. Porter distributed written reports.

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

Librarian Report:

Mrs. Porter distributed and discussed written reports. Mrs. Porter hired an additional maintenance person to catch up on several projects. Mrs. Porter also noted the need to hire another part-time library assistant. Mrs. Porter has applications under review for the Head of Teen services. Mrs. Porter has a new payroll schedule which is ready to implement. Mrs. Porter discussed programming, statistics, and patron counts.

Trustee Reports: None

Committee Reports:

- Finance Committee: Mrs. Grennan reported from the June 4, 2019 meeting and noted the payroll switch to every other week. Mrs. Porter added that the Budget & Appropriation draft would be brought to the next regular meeting in anticipation of the Budget Hearing in August. Mrs. Porter said the attorney

Approved July 10, 2019

recommended waiting to do the levy until the latter part of the year.

- Operations Committee: None
- Executive Committee: None
- Facilities Management Committee: None
- Strategic Planning Committee: None

Unfinished Business:

None

New Business

- Resolution 2019-2: Establishing the non-resident fee for FY 2018-19: Mr. Conley made a motion to pass Non-resident Resolution 2019-2 Tax Bill Fee. The motion was seconded and passed 6-0 in a roll call vote: Mrs. Berkeley, yes; Mrs. Breck, yes; Mr. Conley, yes; Mrs. Grennan, yes; Mrs. O'Neil, yes; and Mr. Pleniewicz, yes.
- Mrs. Porter held a discussion on the budget and the levy, in addition to the proposed FY19-20 budget. Mrs. Porter mentioned a photo printer expense which will be presented for approval at the next meeting. She also noted adding a Teen librarian expense. A motion to approve the Budget FY19-20 was made by the Mr. Pleniewicz. The motion was approved in a roll call vote 6-0: Mrs. Berkeley, yes; Mrs. Breck, yes; Mr. Conley, yes; Mrs. Grennan, yes; Mrs. O'Neil, yes; and Mr. Pleniewicz, yes.

Closed Session:

None

Mrs. Grennan made a motion to adjourn. The motion seconded and passed 6-0. The meeting adjourned at 4:47 p.m.

Respectfully submitted,

Jeannine Hedges
Recording Secretary

Approved July 10, 2019