

**Minutes of the Regular Meeting of the Board of Trustees  
of the Byron Public Library District  
July 10, 2019**

The meeting was called to order at 4:03 p.m. by President Barbara Clubb. Board members present were, Lavonne Berkeley, Barbara Clubb, David Conley, and Rich Pleniewicz. Jill Grennan, Elaine Breck and Susan O'Neil arrived later in the meeting as noted below. Also attending were Emily Porter, Director and Recording Secretary, Jeannine Hedges

**Absent Members:** None

**Visitors:** None

**Minutes:**

Mr. Pleniewicz made a motion to approve the Minutes of the Regular Meeting of June 12, 2019. The motion was approved 4-0. Mrs. Grennan and Mrs. Breck arrived after the Minutes approval.

**Treasurer's Report and Monthly Bills:**

Mrs. Porter distributed written reports. The fiscal year has finished and the auditor's will be here on Monday. Mrs. Porter discussed the need to start reporting sales tax for our new food and drink sales.

Bills

Mrs. Porter distributed written reports. Mrs. O'Neil arrived during the Bill discussion.

A motion to pay the bills was made by Mrs. Berkeley. The motion was approved in a roll call vote 7-0: Mrs. Berkeley, yes; Mrs. Breck, yes; Mr. Conley, yes; Mrs. Clubb, yes; Mrs. Grennan, Mrs. O'Neil, yes and Mr. Pleniewicz.

**Librarian Report:**

Mrs. Porter distributed written reports. Mrs. Porter announced she has hired a teen librarian; Nancy McKay. Nancy will begin August 5. Mrs. Porter stated she is very happy with new hire, John Perket, in maintenance. Mrs. Porter reminded everyone to come early next month for the Budget Hearing at 3:45 p.m. Mrs. Clubb and Mr. Conley will meet to review past minutes on July 16 at 10:00 a.m. Summer reading club is going very well. The enchanted unicorn program was a hit and Miss Julie added more program dates to accommodate waiting lists. Mrs. Porter discussed the new stats and comparison reports. She noted the requirement for passive programs and being more mindful of tracking these services. Mrs. Breck enquired about having an adult escape room program. Mrs. Porter has already asked Kim to offer these for adults.

**Trustee Reports:** Mrs. O'Neil brought her grandkids who loved the library.

Approved August 14, 2019

## **Committee Reports:**

- Finance: None
- Operations Committee: Expected to meet in September
- Executive Committee: None
- Facilities Management: None
- Strategic Planning committee: None

## **New Business**

- Mrs. Porter held a discussion on purchasing a photo printing kiosk service which she had observed at Pecatonica Public Library. Mrs. Porter said this equipment would work directly from a mobile phone in contrast to the equipment in our local stores. Mrs. O'Neil made a motion to approve the Logix quote for photo printing. The motion was seconded. The motion was approved in a roll call vote 7-0: Mrs. Berkeley, yes; Mrs. Breck, yes; Mr. Conley, yes; Mrs. Clubb, yes; Mrs. Grennan, Mrs. O'Neil, yes; and Mr. Pleniewicz.
- Mrs. Grennan made a recommendation and motion to keep the Closed Session Minutes closed. The motion was approved 7-0.
- Mr. Pleniewicz made a motion to approve the Freedom of Information Act Policy 2019-2020. The motion was seconded and approved 7-0.
- The board reviewed the draft of Budget & Appropriation Ordinance 2019-2 and will be posted in the paper. Mrs. Porter discussed the potential for spending in the ordinance and the reality of actual budget expectations.

## **Unfinished Business**

None

A motion to adjourn was made by Mrs. Berkeley and seconded. The meeting adjourned at 4:51 p.m.

Respectfully Submitted,  
Jeannine Hedges  
Recording Secretary

Approved August 14, 2019