

**Minutes of the Regular Meeting of the Board of Trustees  
of the Byron Public Library District  
August 14, 2019**

The meeting was called to order at 4:00 p.m. by President Barbara Clubb. Board members present were, Lavonne Berkeley, Barbara Clubb, David Conley, Susan O'Neil and Rich Pleniewicz. Also attending were Emily Porter, Director and Recording Secretary, Jeannine Hedges. Mrs. Breck arrived at 4:18 during the Librarian's report.

**Absent Members:** Jill Grennan

**Visitors:** None

**Minutes:**

Mr. Conley made a motion to approve the Minutes of the Regular Meeting of July 10, 2019 and Secretary's Audit Minutes of July 18, 2019. The motion was seconded and approved 5-0.

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

Mrs. Porter distributed written reports. Mrs. Porter discussed an updated Budget Statement as distributed.

Bills

Mrs. Porter distributed written reports. Mrs. Porter noted that the Kodak machine payment was written yesterday. The window washers came this morning so that bill will be due also. Mrs. Porter also pointed out the new e-audio book purchases on this month's statement.

A motion to pay the bills was made by Mrs. Berkeley. The motion was approved in a roll call vote 5-0: Mrs. Berkeley, yes; Mr. Conley, yes; Mrs. Clubb, yes; Mrs. O'Neil, yes; and Mr. Pleniewicz, yes.

**Librarian Report:**

Mrs. Porter distributed written reports. Mrs. Porter spoke about the OMNI's Advantage Plan. The library has begun ordering e-materials specifically for Byron patrons that will circulate to the entire consortium after 6 months. This will allow Byron to add digital content which Byron holds are fulfilled first along with other parameters giving Byron increased control over content and availability. Mrs. Porter also discussed PrairieCat obtaining bids for mobile apps with individual library branding that will be available as a group purchase.

Mrs. Breck arrived at 4:18 p.m. Mrs. Porter discussed new programming for the fall quarter, including the Uptown Book Club. Mrs. Porter discussed the statistics report and charts as distributed. Mrs. Porter noted that the Summer Reading Club Finisher's party had the highest attendance to-date. Mrs. Porter held a discussion on the mobile hotspots. She stated that in January, the library will be replacing old ones with newer

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hotspots. Mrs. Clubb asked how the Byron Fest library slime tent went. Mrs. Porter responded that the time slot was not well attended, and the slime melted because of the high temperatures. Mrs. Porter said that next year they plan to have the tent on Sunday during Family Day.

### **Trustee Reports:**

None

### **Committee Reports:**

- Finance: None
- Operations Committee: The next meeting will be September 30 at 12:00 p.m.
- Executive Committee: None
- Facilities Management: None
- Strategic Planning Committee: None

### **New Business**

- Mrs. Berkeley made a motion to approve the Budget and Appropriations Ordinance 2019-3. The motion was seconded. The motion was approved in a roll call vote 6-0: Mrs. Berkeley, yes; Mrs. Breck, yes; Mrs. Clubb, yes; Mr. Conley, yes; Mrs. O'Neil, yes; and Mr. Pleniewicz, yes.
- Mrs. Porter discussed concrete sidewalk work scheduled to begin on a closed day during the staff PrairieCat Conference on September 20. Mr. Pleniewicz made a motion to approve the RG Asphalt and Concrete Company Contract. The motion was seconded and approved in a roll call vote 6-0: Mrs. Berkeley, yes; Mrs. Breck, yes; Mrs. Clubb, yes; Mr. Conley, yes; Mrs. O'Neil, yes; and Mr. Pleniewicz, yes.
- The IPLAR was reviewed and electronically signed.
- Mrs. Porter discussed the need for separate credit cards for department heads and the Director. Mrs. Berkeley made a motion to approve separate credit card accounts for Julie Reckamp (with a spending limit of \$5,000), Nancy McKay (with a spending limit of \$5,000), and Emily Porter (with a spending limit of \$10,000). Mrs. Porter will be the administrator on all three accounts. The motion was seconded and approved in a roll call vote 6-0: Mrs. Berkeley, yes; Mrs. Breck, yes; Mrs. Clubb, yes; Mr. Conley, yes; Mrs. O'Neil, yes; and Mr. Pleniewicz, yes.

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## **Unfinished Business**

None

A motion to adjourn was made by Mr. Pleniewicz and seconded. The meeting adjourned at 4:47 p.m.

Respectfully Submitted,  
Jeannine Hedges  
Recording Secretary

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