

**Minutes of the Regular Meeting of the Board of Trustees
of the Byron Public Library District
October 9, 2019**

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

Absent Members: None

Visitors: None

Minutes:

Mr. Conley made a motion to approve the Minutes of the Regular Meeting of September 11, 2019 and Operations Committee Meeting Minutes of September 30, 2019. The motion was seconded and approved 7-0.

Treasurer's Report and Monthly Bills:

Mrs. Porter distributed written reports. Mrs. Porter stated that 99% of tax money has been received and deposited as appropriated.

Bills

Mrs. Porter distributed written reports.

A motion to ratify 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, yes; Mrs. O'Neil, yes; and Mr. Pleniewicz, yes.

Librarian Report:

Mrs. Porter distributed written reports. Mrs. Porter discussed the near-completion of the lighting and sidewalk projects, but won't release payment until the remaining issues are addressed with the contracting companies. The PrairieCat PUG Day Conference day was a success and 9 staff members attended.

Mrs. Porter described the seminar on prevailing wage hosted by the Foundation for Fair Contracting. Mrs. Porter learned about the library's responsibility to notify contractors that they are required to pay prevailing wage and submit payroll certification.

Mrs. Porter noted Nancy held her first teen program with 7 high schoolers in attendance. Mrs. Porter talked about the new virtual headset the library will be using for programs as well.

Trustee Reports:

Mr. Pleniewicz liked the completed sidewalk cement. Mrs. Clubb liked the district-wide

Approved November 13, 2019

postcards. Mrs. Breck liked the new library layout.

Committee Reports:

- Finance: A meeting is scheduled October 30, 2019 at 4:00 p.m.
- Operations Committee: Mrs. O'Neil referred everyone to the minutes from September 30, 2019 and stated there would be discussion further down in today's agenda.
- Executive Committee: None
- Facilities Management: None

New Business

- Mrs. Porter discussed Resolution 2019-4 allowing funds to be saved for renovations per a recommendation from Ancel Glink. Mrs. O'Neil made a motion to approve the Special Reserve Fund Resolution 2019-4. The motion was seconded. The motion was approved in a roll call vote 7-0: Mrs. Berkeley, yes; Mrs. Breck, yes; Mrs. Clubb, yes; Mr. Conley, yes; Mrs. Grennan, yes; Mrs. O'Neil, yes; and Mr. Pleniewicz, yes.
- Mrs. Porter discussed changes as noted to the Employee Handbook. Mrs. Porter stated the Employee Handbook was reviewed a two years ago by HR Source. The Operations Committee made a motion to approve the updates as written to the Employee Handbook. The motion approved 7-0.
- Mrs. Porter discussed the revised meeting room policy, notarial restrictions, service animals, and other updates as written. The Operations Committee made a motion to approve the updates as written to the policy manual. The motion approved 7-0.
- Mrs. O'Neil made a motion to approve the New Investment Policy reflecting Operating Funds, Special Levy Funds, and Special Reserve Funds. The motion was seconded. The motion was approved in a roll call vote 7-0: Mrs. Berkeley, yes; Mrs. Breck, yes; Mrs. Clubb, yes; Mr. Conley, yes; Mrs. Grennan, yes; Mrs. O'Neil, yes; and Mr. Pleniewicz, yes.
- Mrs. Porter held a discussion regarding after-hours meeting room use and costs. Mrs. Breck asked Mrs. Porter to create a list of operation issues and risks for using the gate system for after-hours use. Mrs. Breck wants a two-option list; one with staff; one without staff. Mr. Conley also asked for a third list; a before-opening hours list. Mrs. Berkeley asked for scenarios in the list for types of usage of the room. Mrs. Porter further discussed the need to restrict the

Approved November 13, 2019

downstairs study room so that patrons under the age of 16 could only use the upstairs study room. Mrs. Berkeley made a motion to approve the Meeting Room Policy as to the study room change only and tabling the after-hours discussion to next month. The motion was seconded and approved 7-0.

- A discussion was held regarding the serving and consumption of alcohol at the library. Mrs. Porter discussed several library programs where this could apply. Mrs. Porter stated that a \$750/year umbrella insurance policy would be required. Mrs. Porter noted that BASSET training for some staff (such as ID checks, sanitation and over-serving limitations) would be required. Mrs. Porter will present a policy next month.

Unfinished Business

- Mrs. Porter continued a discussion regarding the library IT security from last month's meeting. Mrs. Porter explained that the library is back to having the public browser open to the library web page instead of the incognito window because of constant cleared search history. Mrs. Porter also stated she is comfortable that our security is appropriate for our current needs.

A motion to adjourn was made by Mr. Conley and seconded. The meeting adjourned at 5:40 p.m.

Respectfully Submitted,
Jeannine Hedges
Recording Secretary

Approved November 13, 2019