

**Minutes of the Regular Meeting of the Board of Trustees
of the Byron Public Library District
December 11, 2019**

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

Absent Members: Lavonne Berkeley and Susan O'Neil

Visitors: None

Minutes:

Mr. Conley made a motion to approve the Board Meeting Minutes of November 13, 2019. The motion was seconded and approved 5-0.

Treasurer's Report and Monthly Bills:

Mrs. Porter distributed written reports. Mrs. Porter noted that office supplies are over-expended due to the added teen department and purchasing new library cards. A discussion was held on the PPRT disbursements. Mrs. Porter enquired if anyone was interested in attending the Exelon update meeting on January 20 at Oregon Park District because she had to RSVP.

Bills

Mrs. Porter distributed written reports.

A motion to ratify the bills was made by Mr. Conley and then seconded. The motion was approved in a roll call vote 5-0: Mrs. Breck, yes; Mrs. Clubb, yes; Mr. Conley, yes; Mrs. Grennan, yes; and Mr. Pleniewicz, yes.

Librarian Report:

Mrs. Porter distributed written reports. The lighting project has been finished. Mr. Vanderwyst will do a walk-through with Mrs. Porter. Mrs. Breck enquired about Square transactions. Mrs. Porter works with Laura Hopkins, the library's bookkeeper, to account for income and fees to continue this payment option. Mrs. Porter stated that the fireplace is inoperative. Stateline Chimney Sweeps came to investigate, but have not presented a solution. Mrs. Porter has another appointment with Advanced Chimney Systems to look at the fireplace. Mrs. Porter is beginning a record retention project. The Director's file cabinets are full; therefore, will need approval for deletion/archival. Mrs. Porter noted that program participation is particularly high this month. The PrairieCat Return on Investment Statement was included in this month's packets as we are fully participating member of the consortium.

Approved January 8, 2020

Trustee Reports:

Mr. Pleniewicz commented that the Director and staff were doing a nice job.

Committee Reports:

- Finance: None
- Operations Committee: None
- Executive Committee: None
- Facilities Management: None
- Strategic Planning Committee: Mrs. Porter reviewed updates and the status of the progress towards goals listed in the Strategic Plan, highlighting the goal completion for the teen department. Mrs. Porter is excited about getting an app for \$600 per year through a deal with PrairieCat. Mrs. Porter also pointed out that the vending options currently in place are sustainable and well liked. Mr. Conley suggested turning the magazine area into a coffee/cafeteria room. Mrs. Porter advised that it could be an option a few years down the road as magazines companies are declining; but the cork floors will need replaced. Mr. Conley enquired about future walls for the teen department. Mrs. Porter answered that renovating the teen department has to wait for up to five years in order to build an Operating Reserve Fund first, and then a Renovation Fund.

Unfinished Business

- None

New Business

- Mrs. Porter highlighted a few components of the Per Capita Grant Application. Mrs. Pleniewicz made a motion to approve the Per Capita Grant application. The motion was seconded. The motion was approved 5-0.

A motion to adjourn was made by Mr. Pleniewicz and seconded. The meeting adjourned at 5:00 p.m.

Respectfully Submitted,
Jeannine Hedges
Recording Secretary

Approved January 8, 2020