

**Minutes of the Regular Meeting of the Board of Trustees
of the Byron Public Library District
via Zoom**

<https://us02web.zoom.us/j/87461910731?pwd=dUoyZG9KOG1vdjRxS0lhRWlVeDRsdz09>

October 14, 2020

Call to Order:

The meeting was called to order at 4:05 p.m. by Barbara Clubb. Board members present were Lavonne Berkeley, Elaine Breck, Barbara Clubb, Jill Grennan, and Sean Hosseini. Also attending was Emily Porter, Director and Beth Murbach, Recording Secretary.

Absent Members: David Conley and Susan O'Neil

Visitors: None

Approval of Minutes:

Mrs. Breck made a motion to approve the Minutes of the Regular Meeting of September 9, 2020 and the Finance Committee meeting minutes of September 16, 2020. The motion was seconded and approved 5-0. The motion was approved by a roll call vote initiated by Mrs. Clubb; 5-0. Mrs. Berkeley, yes; Mrs. Breck, yes; Mrs. Clubb, yes; Mrs. Grennan, yes; and Mr. Hosseini, yes.

The approval of the September 9, 2020 Budget Hearing meeting minutes was tabled until next month.

Treasurer's Report and Monthly Bills:

Mrs. Porter discussed distributed written reports. A motion to ratify the bills was made by Mrs. Grennan and seconded. The motion was approved in a roll call vote initiated by Mrs. Clubb; 5-0: Mrs. Berkeley, yes; Mrs. Breck, yes; Mrs. Clubb, yes; Mrs. Grennan, yes and Mr. Hosseini, yes.

Librarian's Report:

Mrs. Porter discussed distributed written reports. Mrs. Porter shared that the OCIAB has drafted a letter to send to ILA/RAILS/Prairiecat to heighten awareness and gain support for the TBD Clean Energy Legislation. Mrs. Porter is working on applying for a \$3,000 ALA grant for marketing pieces. The Save Illinois Nuclear Power website was developed by Christine Lynde, President of the Byron School Board and State Representative Tom Demmer. This website is linked on the Byron Public Library website.

Mrs. Porter noted that inventory was finished. Cathy Rakowski was trained on how to do the reports this year.

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Mrs. Porter reported that she finished the record retention project. She is currently waiting for authorization to dispose of the files.

Trustee Reports:

- Mrs. Breck complimented the teen and children librarians on doing a wonderful job with programming.

Committee Reports:

- Finance Committee: Mrs. Grennan reported that the meeting was held to brainstorm ideas if the power plant does close. Emily produced a reduced budget. With the changes, the library will be able to transfer an additional \$130,000 into Operating Reserves at the end of the fiscal year. Other topics discussed were ways to reduce expenses and generate income.
- Operations Committee: None
- Executive Committee: None
- Facilities Management Committee: None

New Business

- Updated FY21 Budget: Mr. Hoisseini made a motion to accept the updated FY21 Budget. The motion was seconded. The motion was approved in a roll call vote initiated by Mrs. Clubb; 5-0: Mrs. Berkeley, yes; Mrs. Breck, yes; Mrs. Clubb, yes; Mrs. Grennan, yes; and Mr. Hosseini.
- Levy Ordinance 2020-5: Mrs. Porter explained how she figures the tax levy. Mrs. Berkeley made a motion to accept Levy Ordinance 2020-5. The motion was seconded. The motion was approved by a roll call vote initiated by Mrs. Clubb; 5-0: Mrs. Berkeley, yes; Mrs. Breck, yes; Mrs. Clubb, yes; Mrs. Grennan, yes; and Mr. Housseini, yes.
- 2020 Annual Audit: Mrs. Porter reported that there were no suggestions for improvement from Wipfli. Everything went well for our 2020 annual audit.
- Distribute Election Packets: Mrs. Porter explained that she put together election packets. They will be available at the library on October 15, 2020.
- Serving our Public Pt. 1: Mrs. Porter Page 2, Core 6 we do not have. Page 2, Core 13 and Page 3, Core 23 both deal with strategic planning. We are not going to do this at this point in time. Page 6, #5, Appendix D-Mrs. Porter will check to see if she has completed Sean's orientation. Trustee continued education-Mrs. Porter will make an

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effort to forward to board members information about continuing education opportunities. Mrs. Porter is going to double-check about an ADA policy. Mrs. Porter will also look into the library's insurance covering volunteers. Mrs. Porter will begin developing a succession plan. Page 9, #5 salary scale needs to be tabled until we know more about the future of the library. On page 10, there are a couple lists of regulations and laws that Mrs. Porter will check on. Mrs. Breck suggested we go over our by-laws to make sure we are in compliance.

Unfinished Business: None

Adjournment:

Mrs. Berkeley made a motion to adjourn the meeting at 5:04 p.m. The motion was seconded. The motion was approved in a roll call vote initiated by Mrs. Clubb; 5-0: Mrs. Berkeley, yes; Mrs. Breck, yes; Mrs. Clubb, yes; Mrs. Grennan, yes and Mr. Hosseini, yes.

Respectfully Submitted,
Beth Murbach
Recording Secretary

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