

**Minutes of the Regular Meeting of the Board of Trustees
of the Byron Public Library District
April 12, 2023**

Call to Order:

The meeting was called to order at 5:33 pm by Susan O'Neil. Board members present were Eric Arnquist, Jill Grennan, Rachel Hansen, Sean Hosseini and Susan O'Neil. Also attending was Emily Porter, Director and Beth Murbach, Recording Secretary.

Absent Members: Elaine Breck and Barb Clubb

Visitors: None

Amend Agenda:

Mrs. Grennan made a motion to amend the agenda to include under Treasurer's report and monthly bills: 4a) 42 Tech Solutions, Inc. – APPROVE. The motion was seconded and approved.

Approval of Minutes:

Mr. Hosseini made a motion to approve the minutes of the Regular Board Meeting of March 8, 2023. The motion was seconded and approved.

Mr. Arnquist joined the meeting at 5:38 pm.

Treasurer's Report and Monthly Bills:

Mrs. Porter discussed distributed written reports. A motion to ratify the bills was made by Dr. Hansen. The motion was seconded. The motion was approved by a roll call vote initiated by Mrs. O'Neil; 5-0: Mr. Arnquist, yes; Mrs. Grennan, yes; Dr. Hansen, yes; Mr. Hosseini, yes; and Mrs. O'Neil, yes.

A motion to approve a bill in the amount of \$5,399.94 to 42 Tech Solutions, Inc. was made by Mr. Hosseini. The motion was seconded. The motion was approved by a roll call vote initiated by Mrs. O'Neil; 5-0: Mr. Arnquist, yes; Mrs. Grennan, yes; Dr. Hansen, yes; Mr. Hosseini, yes and Mrs. O'Neil, yes.

Librarian's Report:

Mrs. Porter discussed distributed written reports. Mrs. Porter reported that she is pleased with our current insurance carrier, Coyle Kiley. Mr. Arnquist requested that Mrs. Porter reach out to a local insurance carrier for a price.

Trustee Reports: None

Committee Reports:

- Finance Committee: Mrs. Porter will email out date options for a finance committee.
- Operations Committee:
- Executive Committee: Mrs. Porter will email out date options for an executive committee meeting for the Director's annual evaluation.
- Facilities Management Committee: Meeting scheduled for April 19.

Unfinished Business:

- Renovation Update: Mrs. Porter reported that the floors are going in next week, AV equipment is going to be set-up. Everything is coming together well.

New Business:

- Decennial Committee – Mrs. Porter explained the purpose of the Decennial Committee. Three meetings are required and must include two community members.
- Line of Credit Withdrawal Procedure – Mrs. Porter asked to have a procedure set- up for withdrawing money from our line of credit. Mr. Arnquist made a motion to formalize a procedure for withdrawing funds from our line of credit. Motion was seconded and approved.

A motion to adjourn the meeting was made by Mr. Hosseini and seconded. The meeting adjourned at 6:06 pm.

Respectfully submitted,
Beth Murbach
Recording Secretary