

**Minutes of the Regular Meeting of the Board of Trustees
of the Byron Public Library District
May 10, 2023**

Call to Order:

The meeting was called to order at 5:34 pm by Barb Clubb. Board members present were Barb Clubb, Jill Grennan, Rachel Hansen, Sean Hosseini and Susan O'Neil. Also attending was Emily Porter, Director and Beth Murbach, Recording Secretary.

Absent Members: Eric Arnquist and Elaine Breck

Oath of Office for Elected Trustees: Sworn into office Mr. Sean Hosseini and Mrs. Susan O'Neil as trustees of the Byron Public Library District.

Visitors: Audrey Moon

Approval of Minutes:

Mr. Hosseini made a motion to approve the minutes of the Regular Board Meeting of April 12, 2023 and the Facilities Committee Meeting Minutes of April 19, 2023. The motion was seconded and approved.

Treasurer's Report and Monthly Bills:

A motion to approve the bill of \$26,170.91 to CDW-G was made by Dr. Hansen. The motion was seconded. The motion was approved by a roll call vote initiated by Mrs. Clubb; 4-0: Mrs. Clubb, yes; Dr. Hansen, yes; Mr. Hosseini, yes; and Mrs. O'Neil, yes.

Mrs. Porter discussed distributed written reports. A motion to ratify the bills was made by Mrs. O'Neil. The motion was seconded. The motion was approved by a roll call vote initiated by Mrs. Clubb; 4-0: Mrs. Clubb, yes; Dr. Hansen, yes; Mr. Hosseini, yes; and Mrs. O'Neil, yes.

Librarian's Report:

Mrs. Porter discussed distributed written reports. Mrs. Porter explained some of the changes since we have gone fine free. She asked the Board if she could cancel Unique, our collection agency, and delete the last three years of expired cards, even if the cards had fines on them. The Board granted Mrs. Porter permission to cancel Unique and delete the expired cards.

Mrs. Grennan arrived at 5:54 PM.

Trustee Reports: None

Committee Reports:

- Establishment of Decennial Committee – Mrs. Clubb established the Decennial Committee

Decennial Committee Meeting (see Decennial Committee Meeting Minutes)

Mr. Hosseini left at 6:07 PM.

- Finance Committee: Scheduled meeting on June 7, 2023 at 5:30 PM.
- Operations Committee: None
- Executive Committee: Director's annual evaluation on Monday, May 15 at 3:00 PM.
- Facilities Management Committee: Mrs. O'Neil reported that the committee met to update the facilities maintenance plan. Mrs. O'Neil further reported that the parking lot lights were a precedent.

Unfinished Business:

- Renovation Update: Mrs. Porter reported that some furniture will be delayed, as well as the door hardware. Everything else is going as planned.
- Open House – Mrs. Porter shared that the Open House will be held on May 31, 2023 a from 5:00-7:00 PM

New Business:

- OCIAB Contract: Contract not received. Tabled until next month.
- Facilities Budget: The Facilities Maintenance Committee made a motion to accept the Facilities Budget and was approved by a roll call vote initiated by Mrs. Clubb; 4-0. Mrs. Clubb, yes; Mrs. Grennan, yes; Dr. Hansen, yes; and Mrs. O'Neil, yes.
- Interior Lighting Project: A motion to approve the interior lighting project quote from Miller Engineering Company was made by Dr. Hansen. The motion was approved by a roll call vote initiated by Mrs. Clubb; 4-0. Mrs. Clubb, yes; Mrs. Grennan, yes; Dr. Hansen, yes; and Mrs. O'Neil, yes.
- Parking Lot Lighting Project: A motion to approve the lantern-style outside light fixtures quote from Miller Engineering Company was made by Mrs. Grennan. The motion was approved by a roll call vote initiated by Mrs. Clubb; 4-0. Mrs. Clubb, yes; Mrs. Grennan, yes; Dr. Hansen, yes; and Mrs. O'Neil, yes.

A motion to adjourn the meeting was made by Dr. Hansen and seconded. The meeting adjourned at 6:26 pm.

Respectfully submitted,
Beth Murbach
Recording Secretary