

**Minutes of the Regular Meeting of the Board of Trustees
of the Byron Public Library District
July 10, 2024**

Call to Order:

The meeting was called to order at 5:31 pm by Barb Clubb. Board members present were Eric Arnquist, Barb Clubb, Jill Grennan, Rachel Hansen and Sean Hosseini. Also attending was Emily Porter, Director and Beth Murbach, Recording Secretary.

Absent Members: Elaine Breck and Susan O'Neil

Visitors: None

Approval of Minutes:

Dr. Hansen made a motion to approve the minutes of the Regular Board Meeting of June 12, 2024 and Executive Committee Meeting of June 17, 2024. The motion was seconded and approved.

Treasurer's Report and Monthly Bills:

- LFI quote for additional shelving – Mrs. Porter explained the need for new shelving for the youth department and the quote for said shelving. A motion to approve the LFI quote for additional shelving in the youth department in the amount of \$13,246 was approved by Mr. Hosseini. The motion was seconded. The motion was approved by a roll call vote initiated by Mrs. Clubb; 5-0: Mr. Arnquist, yes; Mrs. Clubb, yes; Mrs. Grennan, yes; Dr. Hansen, yes; and Mr. Hosseini, yes.
- Mrs. Porter discussed distributed written reports. A motion to ratify the bills was made by Mr. Hosseini. The motion was seconded. The motion was approved by a roll call vote initiated by Mrs. Clubb; 5-0: Mr. Arnquist, yes; Mrs. Clubb, yes; Mrs. Grennan, yes; Dr. Hansen, yes; and Mr. Hosseini, yes.

Librarian's Report:

Mrs. Porter discussed distributed written reports. Mrs. Porter reported that she has completed all but one employee performance evaluation.

Trustee Reports: None

Committee Reports

- Finance Committee: None
- Operations Committee: None
- Executive Committee: None
- Facilities Management Committee: None

Approved August 14, 2024

Unfinished Business: None

New Business:

- Budget FY 25 – A motion to approve the updated Budget FY 25 was made by Mr. Hosseini. The motion was seconded. The motion was approved by a roll call vote initiated by Mrs. Clubb; 7-0: Mr. Arnquist, yes; Mrs. Clubb, yes; Mrs. Grennan, yes; Dr. Hansen, yes; and Mr. Hosseini, yes.
- Budget and Appropriations Ordinance Draft – Mrs. Porter discussed the draft of the Budget and Appropriations Ordinance.
- FOIA Policy – A motion to accept the FOIA Policy was made by Mr. Arnquist. The motion was seconded and approved.
- Hiring of HR consultant – A motion to accept the hiring of a HR consultant in the amount of \$2,000 was tabled by Mr. Arnquist. The motion was seconded by Mr. Hosseini.

Executive Session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body (5 ILCS 120/2(c)(1)) And the minutes of meetings lawfully closed under the Open Meetings Act (5 ILCS 120/2(c)(21)).

Dr. Hansen made a motion to go into closed session. Mr. Arnquist seconded. Mrs. Porter and Mrs. Murbach were excused from the meeting.

The board went into closed executive session at 6:01 pm. The board left closed session at 7:07. Mrs. Porter was invited back to the meeting.

New Business:

- Director's evaluation and salary has been tabled until the board has hired an HR consultant to assist them through this process. The board has scheduled a meeting on Sunday, July 21, 2024 at 1:00 pm to evaluate the HR consultant options.

Adjournment

A motion to adjourn the meeting was made by Mr. Arnquist and seconded. The meeting adjourned at 7:18 pm.

Respectfully submitted,
Beth Murbach
Recording Secretary

Approved August 14, 2024