

MINUTES
WOOD RIVER PUBLIC LIBRARY BOARD OF TRUSTEES

DATE April 18, 2019
TIME: 6:00 PM
PLACE: Wood River Public Library

I. Call to Order / Roll Call / Pledge of Allegiance

Nick Aguinaga, President, called the meeting to order at 6:00 PM.

Members present:

Nick Aguinaga
Mike Anderson
Rhonda Breslin
Joe Freeman
Tracy Kennett
Sue Smith
Cathi Stalcup
Karen Weber

Members absent:

Curtis Rainwater

Others present:

Lindsey Herron- Library Director
Tom Stalcup-City Council Ex-Officio

A quorum was established.
The Pledge of Allegiance was recited.

II. Approval of Minutes

March 21, 2019 Regular Meeting

April 4, 2019 Personnel Committee Meeting

Motion made by Cathi Stalcup and seconded by Tracy Kennett to approve the minutes as written.
A vote was taken. All ayes. Motion carried.

III. No Correspondence / Communications / Public Comment

IV. No Officers' Reports

V. No Committee Reports

VI. Financial Matters

A. Approval of the April expenditure list

Motion made by Tracy Kennett and seconded by Rhonda Breslin to approve the expenditure list.

A roll call vote was taken. All ayes. Motion carried.

B. March 2019 Financial Statements

Tracy reviewed the financial statements and bank account balances as of March 31, 2019 with the board.

VII. Library Director's Report

- Lindsey said that the chair lift will need to be replaced, she is looking into grants.
- Lindsey and Holly went to the Illinois Youth Services Institute and have some great ideas for new programming.
- The book drop was down for a few days, a few Park & Recreation employees were able to fix the issue.
- The pie in the face fundraiser has started.
- Scott resigned; Fowler has provided a quote for IT services.
- Sam resigned; Amy has been offered a full-time position.
- Katie and Lindsey are going to be advertising for a part-time clerk.
- 32 people attended trivia night at The Pump House, Lindsey is already planning the next one for August.
- Lindsey is also working on a beer tasting collaboration with The Pump House.
- The Library was represented at the Round House Easter egg hunt, they handed out 120 crafts and 106 books.
- Katie is making great progress on the community garden and is planning a community plant day the weekend following Mother's Day.

VIII. No Unfinished Business

IX. New Business

A. Amendment to Bylaws

The secretary presented the bylaws with the changes proposed at the March meeting; no other changes were suggested. The board agreed that the attorney should review the bylaws before a vote is taken.

B. Discuss mission statement

The board decided that forming an ad hoc committee would be the best way to begin changing the mission statement. The committee will begin by creating surveys to give to the board, staff and patrons. Joe, Nick and Karen volunteered to be the members of the committee.

C. Approve changes to job descriptions

Lindsey, along with the personnel committee, presented the descriptions to the board. The changes are due to both turnover and the evolution of the part time positions as minimum wage increases. Employees will sign that they have read and received a copy.

Motion made by Tracy Kennett and seconded by Cathi Stalcup.

A vote was taken. All ayes. Motion Carried.

D. Approve Time Off Request Policy

Lindsey, along with the personnel committee, presented the policy to the board. A sentence will be added to allow all time off to be at the director's discretion.

Motion made by Karen Weber and seconded by Cathi Stalcup.

A vote was taken. All ayes. Motion Carried.

Tracy Kennett left at 7:10pm

E. Approve Fowler Technology Service's Proposal

The proposal is for an on-site contract, the immediate projects will be to set up a server, update the firewall and hardwire the patron computers to the internet.

Motion made by Karen Weber and seconded by Sue Smith to approve the contract only if Fowler lowers the setup fee and we can switch to an off-site contract mid-year.

A roll call vote was taken. All ayes. Motion Carried.

F. Board of Trustee Officer Nominations

President

Motion made by Karen Weber and seconded by Mike Anderson to nominate Nick Aguinaga.

Vice President

Motion made by Nick Aguinaga and seconded by Rhonda Breslin to nominate Cathi Stalcup.

Treasurer

Motion made by Nick Aguinaga and seconded by Cathi Stalcup to nominate Tracy Kennett.

Secretary

Motion made by Rhonda Breslin and seconded by Nick Aguinaga to nominate Karen Weber.

G. Discuss Library Director's Evaluation

The board decided that the personnel committee should start the evaluation process.

X. **ADJOURNMENT**

Motion made by Karen Weber and seconded by Cathi Stalcup.
A vote was taken. All ayes. Motion carried.

Adjourn the meeting at 7:19 PM.

Approved by the Board of Trustees at the Regular Meeting on May 16, 2019.