

**MIDLOTHIAN PUBLIC LIBRARY  
BOARD TRUSTEES MEETING  
January 19, 2016**

The meeting was called to order by President Becker at 7:00 p.m. Present were Trustee Ceja, Trustee Chiz, Trustee Gray, Trustee McDermott, Heather McCammond-Watts, Director and Christy Parente, Recorder of Minutes. Trustee Ferguson was absent. Trustee Baker arrived at 7:03 p.m.

**INTRODUCTION OF VISITORS**

None.

**MINUTES**

On a motion by Trustee Ceja and seconded by Trustee Chiz the minutes of the December 15, 2015 meeting were approved by roll call vote. 5 ayes and 0 nays.

**REVIEW OF BILLS AND FINANCIAL ACCOUNTING**

On a motion by Trustee Ceja and seconded by Trustee Gray the financial report for December 2015 was reviewed. Total cash balance for the building account was \$31,336.85, for the reserve fund \$276.67, and \$1,217,550.74 for the real estate fund. The financial report was unanimously approved by roll call vote. 5 ayes and 0 nays.

A motion to pay all January bills in the total amount of \$43,283.21 was made by Trustee Ceja and seconded by Trustee Gray and unanimously approved by roll call vote. 6 ayes and 0 nays.

**COMMUNICATIONS**

Ms. Cottrill is receiving a Volunteer Excellence Award from Bremen High School for outreach activities to their students. President Becker read a Thank-You card from previous employee Felicia Ames to the board. Ms. Ames thanked the board for their support and generosity while she was an employee.

**LEGISLATION UPDATE**

The library will only receive about 60% of its Per Capita Grant monies. February 12 there will be a Legislative Breakfast at the Tinley Park Public Library. President Becker and Trustee McDermott will attend.

**REPORT OF OFFICERS AND COMMITTEES**

- A. Building – No Report.
- B. Finance & Budget – No Report.
- C. Board Development – No Report.
- D. Long Range Planning – No Report.
- E. Technology – President Becker would like the Technology Committee to meet before the February Board meeting to discuss the re-design of the library's website.
- F. Policy – No Report.
- G. Friends of the Library – The Friends book sale is Feb. 6 and they are still accepting donations.

## **REPORT OF THE EXECUTIVE DIRECTOR**

Ms. McCammond-Watts stated that Staff Institute Day was December 11, and it was a very successful day of learning and team building. Ms. McCammond-Watts introduced the concepts of the “Wakanheza” Project, which guides us in developing a community of care for our most vulnerable members. The new lounge furniture in the Commons area is a popular spot both for socializing and independent work. Ms. McCammond-Watts has been meeting with vendors for estimates in lighting, modular furnishings, and meeting room enhancements. Large print is moving to a more visible location with better lighting, and AV will soon be more browsing friendly. The Friends Holiday Bazaar has raised approximately \$300 so far. The Food for Fines drive has collected 595 items for the food pantry.

## **UNFINISHED BUSINESS**

None.

## **NEW BUSINESS**

- A. Policy Review Schedule – Ms. McCammond-Watts has revised the Policy Review Schedule to better reflect what will be discussed at upcoming board meetings.
- B. Charges and Service Fees – Ms. McCammond-Watts reviewed with the board changes to the service fees. Revisions include: Overdue universal charging kits are \$2.00 per day each; Replacement Library Card \$1.00; Missing/Damaged universal charging kit \$15.00. Fax charges; \$1.00 per page with the self-service public copy machine. Only out-going faxes are accepted. The library cannot accept incoming faxes, or international faxes of any kind. Scanning charges: 25 cents per page with the self-service public copy machine. On a motion made by Trustee McDermott and seconded by Trustee Chiz the board unanimously approved the revisions to *Charges and Service Fees*. 6 ayes and 0 nays.
- C. Public Comment Policy – Reviewed.
- D. Review of *Serving Our Public* Chapter 1: Core Standards – Reviewed. On a motion made by Trustee Baker and seconded by Trustee McDermott the board unanimously endorsed the Core Standards. 6 ayes and 0 nays.
- E. Review of *Serving Our Public* ALA Statements (Appendices A, B, C, D, E) – Reviewed. On a motion made by Trustee Ceja and seconded by Trustee Chiz the board unanimously endorsed the ALA Statements, Appendices A, B, C, D, and E. 6 ayes and 0 nays.

## **OTHER BUSINESS**

President Becker asked the board members for feedback on the design of the library’s newsletter. Trustee Chiz was glad to see more color included and the other board members were happy with the new design. Ms. McCammond-Watts asked the board to approve an after-hours event “Get Your Green On” for adults on March 18 from 6-8 pm. On a motion made by Trustee McDermott and seconded by Trustee Ceja the board unanimously approved the after-hours event on March 18 from 6-8pm. 6 ayes and 0 nays.

## **PUBLIC COMMENTS/QUESTIONS**

None.

**ADJOURNMENT**

On a motion made by Trustee Ceja and seconded by Trustee Gray the meeting was adjourned at 7:36 p.m.  
6 ayes and 0 nays.

Respectfully submitted,

A handwritten signature in cursive script that reads "Brenna Baker".

Brenna Baker  
Secretary  
BB/cp