

**MIDLOTHIAN PUBLIC LIBRARY
BOARD TRUSTEES MEETING
August 18, 2015**

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

INTRODUCTION OF VISITORS

None.

MINUTES

On a motion by Trustee McDermott and seconded by Trustee Chiz, the minutes of the July 21, 2015 meeting were approved by roll call vote. 5 ayes and 0 nays.

REVIEW OF BILLS AND FINANCIAL ACCOUNTING

On a motion by Trustee Gray and seconded by Trustee McDermott the financial report for July 2015 was reviewed. Total cash balance for the building account was \$31,329.12, for the reserve fund \$276.62, and \$1,214,836.15 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 August bills in the total amount of \$22,630.33 was made by Trustee Baker and seconded by Trustee Chiz and unanimously approved by roll call vote. 5 ayes and 0 nays.

COMMUNICATIONS

Mrs. McCammond-Watts stated there is an article about *Bremen Freshman Academy* in the Messenger and the library will be participating in the Midlothian Park Districts' *Back to School Fair*. Trustee Chiz informed the board that Midlothian Village Hall will have a meeting on September 8 to show residents how to appeal their property taxes for free. Trustee Chiz believes it would be beneficial to have a library trustee attend so that if residents have questions concerning the library taxes a trustee could answer the questions.

LEGISLATION UPDATE

Mrs. McCammond-Watts stated that all libraries are still waiting to see if the property tax freeze will pass.

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 – No Report.
- F. Policy – No Report.
- G. Friends of the Library – Mrs. Belisle reported that Mrs. McCammond-Watts met with the Friends on Aug. 5 and discussed how to grow the Friends. The next Friends meeting will be Sept. 2 at 6 pm. The October book sale has been cancelled. The Friends are working on obtaining 5013c status. Tom and Anita Waicekauskas are going to Springfield to build a *Little Free Library* for the library.

REPORT OF THE EXECUTIVE DIRECTOR

Mrs. McCammond-Watts stated that Summer Reading ended August 4. Katie Clausen is the new Children's Librarian. There will be a meet and greet with Katie on August 19 at 4:00 pm. Jenny Borgman has resigned. Mrs. McCammond-Watts and Alicia Tyler attended National Night Out on the Village Green.

UNFINISHED BUSINESS

- A. Posen Public Library District – No update.

NEW BUSINESS

- A. Review of Inter-Library Loan Policy – Reviewed. No changes recommended.
- B. Review of Volunteer Policy – Mrs. McCammond-Watts recommends changing: *Volunteers must be more than 12 years old to Volunteers under the age of 18 must submit a parent/guardian consent form.* Mrs. McCammond-Watts would also like to change the second page to procedures as they are continually updated. On a motion by Trustee Gray and seconded by Trustee McDermott the recommended changes were unanimously approved by roll call vote. 5 ayes and 0 nays.
- C. Board Emails – Mrs. McCammond-Watts informed the board that their library email address are now on the library's website.
- D. Board Walkthrough Update - Progress is being made on the list from the July Walkthrough. An updated list was included in the board packet.
- E. Marketing Campaign for 2015-16 – Mrs. McCammond-Watts discussed with the board what they thought about the library and how they would like to see it in the future. Mrs. McCammond-Watts is meeting with a graphic design artist and these comments will help the artists render their ideas.
- F. Review of *Serving Our Public* Chapter 10: Marketing – Reviewed.

OTHER BUSINESS

Mrs. McCammond-Watts requested that Mrs. Cottrill be allowed to have an after-hours program on Oct. 23 from 6:00-8:00 pm. for Teen Read Week 2015. On a motion by Trustee Baker and seconded by Trustee Gray the board unanimously approved the request for the after-hours teen program on Oct. 23 from 6:00-8:00 pm.

PUBLIC COMMENTS/QUESTIONS

None.

ADJOURNMENT

On a motion made by Trustee McDermott and seconded by Trustee Gray the meeting was adjourned at 8:01 p.m. 5 ayes and 0 nays.

Respectfully submitted,



Brenna Baker
Secretary
BB/cp