

**MIDLOTHIAN PUBLIC LIBRARY
BOARD TRUSTEES MEETING
September 15, 2015**

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

INTRODUCTION OF VISITORS

Rita Sarney, Friends of the Library Treasurer.

MINUTES

On a motion by Trustee Gray and seconded by Trustee McDermott the minutes of the August 18, 2015 meeting were approved by roll call vote. 5 ayes and 0 nays. Trustee Ceja and Trustee Ferguson abstained because they did not attend the August 18, 2015 board meeting.

REVIEW OF BILLS AND FINANCIAL ACCOUNTING

On a motion by Trustee Baker and seconded by Trustee Gray the financial report for August 2015 was reviewed. Total cash balance for the building account was \$31,330.61, for the reserve fund \$276.63, and \$1,488,656.44 for the real estate fund. The financial report was unanimously approved by roll call vote. 7 ayes and 0 nays.

A motion to pay all September bills in the total amount of \$40,300.48 was made by Trustee Ceja and seconded by Trustee Ferguson and unanimously approved by roll call vote. 7 ayes and 0 nays.

COMMUNICATIONS

President Becker attended National Night Out that was held on the Village Green and introduced Ms. McCammond-Watts to Mayor Rybak and Village Trustee Karen Kreis. Banned Books week is Sept. 27 thru Oct. 3.

LEGISLATION UPDATE

Ms. McCammond-Watts stated that it is unclear if any libraries will receive their Per Capita Grants due to state budget issues.

REPORT OF OFFICERS AND COMMITTEES

- A. Building – No Report.
- B. Finance & Budget – Item #10 A.
- 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, she and Ms. McCammond-Watts will meet with the Friends on Oct. 7 and discuss how the new book sale station is working. Tom and Anita Waicekauskas went to Springfield and built a *Little Free Library* for the library. The Village and Metra have agreed to install the Little Free Library at the local Metra station.

REPORT OF THE EXECUTIVE DIRECTOR

Ms. McCammond-Watts stated she has been preparing the budget proposal for FY2016-2017. She noted how well the staff kept the summer reading program running without a Head of Children's Services. Ms. McCammond-Watts stated she is incorporating new selection duties that will involve space planning, weeding, ordering and ways to highlight our collections. She informed the board that she is in the process of hiring new Assistants in Circulation and Children's. There will also be a new position, Public Services Assistant that will rotate between Children's and Reference. Ms. McCammond-Watts stated the first Staff Wellness Day is planned for Sept. 17 and she would like to do one every quarter. Work on the annual walk-through punch list continues. The Storybook Garden has received a makeover with gravel, plants and seating. The garden will be a multi-purpose outdoor learning area for kids and their families. ILA Conference is at the end of Oct. Ms. McCammond-Watts has been visiting the area libraries and meeting with their directors. President Becker and several trustees commented they like the new format of the monthly reports.

UNFINISHED BUSINESS

- A. Posen Public Library District – No update.

NEW BUSINESS

- A. Appropriation and Budget for FY2016-2017 – The Finance Committee met on Aug. 26 to review the 3 options for the FY2016-2017 Budget. The Finance Committee is recommending option B. The resulting levy will be \$1,185,209.58, with a total appropriation of \$1,240,732.58. A motion to accept the Appropriation and Budget for FY 2016-2017 was made by Trustee Ceja and seconded by Trustee McDermott and unanimously approved by roll call vote. 7 ayes and 0 nays.
- B. Review of Library Board By-Laws – Reviewed. No changes recommended.
- C. Review of Donation Policy – Reviewed. No changes recommended.
- D. Review of 2014 Closed Meeting Minutes – A motion to keep the Closed Session Minutes from Feb. 18, 2014 closed was made by Trustee Baker and seconded by Trustee Chiz and unanimously approved by roll call vote. 7 ayes and 0 nays.
- E. Approval for Minecraft after hours program 10/2/15 – Ms. McCammond-Watts discussed the program with the board. A motion was made by Trustee Baker and seconded by Trustee Gray and unanimously approved by roll call vote. 7 ayes and 0 nays.
- F. Approval to close library for annual staff day 12/11/15 – On a motion made by Trustee Ferguson and seconded by Trustee Baker the request to close on Friday, Dec. 11 was unanimously approved by roll call vote. 7 ayes and 0 nays.
- G. Marketing Logo Concepts – Ms. McCammond-Watts presented the board with 3 logo concepts. The board discussed what they would like to see incorporated into the logo. Ms. McCammond-Watts will pass the suggestions along to the artist and bring updated logos to the Oct. board meeting.
- H. Review of *Serving Our Public* Chapter 4: Facilities – Reviewed.

OTHER BUSINESS

Trustee Chiz asked if the library is still looking into furniture that has outlets for patrons to charge electronic devices. Ms. McCammond-Watts replied that she is looking into towers and tables that would provide greater access.

PUBLIC COMMENTS/QUESTIONS

Rita Sarney wanted to know if the library is a non-profit entity. Ms. McCammond-Watts replied that the library is tax exempt government entity. Ms. McCammond-Watts stated that libraries really need and rely on *Friends of the Library* groups.

ADJOURNMENT

On a motion made by Trustee Ceja and seconded by Trustee Baker the meeting was adjourned at 7:53 p.m. 7 ayes and 0 nays.

Respectfully submitted,

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

Brenna Baker
Secretary
BB/cp