

**MIDLOTHIAN PUBLIC LIBRARY
BOARD TRUSTEES MEETING
October 20, 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

None.

MINUTES

On a motion by Trustee Chiz and seconded by Trustee Gray the minutes of the September 15, 2015 meeting were approved by roll call vote. 7 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 September 2015 was reviewed. Total cash balance for the building account was \$31,331.81, for the reserve fund \$276.64, and \$1,422,203.76 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 October bills in the total amount of \$34,582.72 was made by Trustee Ceja and seconded by Trustee Ferguson and unanimously approved by roll call vote. 7 ayes and 0 nays.

COMMUNICATIONS

Suggestions for books were left in the Comments box.

LEGISLATION UPDATE

None.

REPORT OF OFFICERS AND COMMITTEES

- A. Building – No Report.
- B. Finance & Budget – No Report.
- C. Board Development – No Report.
- D. Long Range Planning – Item #10D.
- E. Technology – No Report.
- F. Policy – No Report. The committee needs to meet before the next board meeting to review Personnel and Meeting Room Policies.
- G. Friends of the Library – Mrs. Belisle reported the Friends met on Oct. 7. The Friends are looking into what is necessary to become 501c3 certified. The Craft Sale will be Dec. 5 from 9-12. The annual antique program will be Nov. 5. The next Friends meeting will be Nov. 4 at 6pm. The Friends will hold monthly meetings on the first Wednesday of each month at 6pm.

REPORT OF THE EXECUTIVE DIRECTOR

Ms. McCammond-Watts reported the first Staff Wellness Day on Sept. 17 had very positive feedback. Mrs. Parente was promoted to Office Manager, and Ms. Cottrill was promoted to Head of Teen Services. We hired a new Children's Assistant, Vicki Graham, and a new Children's/Public Services Assistant, Jeanne Ostrowski. Jim Vivado resigned and we have hired a new part-time maintenance technician, Shawn Smith. The final appropriation and levy have been sent to the Village of Midlothian for FY2016-2017. The annual audit has been completed and we are waiting for the final report. Ms. McCammond-Watts and Mrs. Belisle went to South Suburban College to learn about their adult education, literacy, and ESL initiatives and how the library can enhance its services for GED prep and workforce development. They also met with a local consultant from "Silver Dawn" about ways to change our services and environment to be more adaptive to people with memory loss and dementia challenges. Ms. Cottrill is working with Markham and Harvey libraries on a project to get all the Freshman English students at Bremen H.S. library cards.

UNFINISHED BUSINESS

- A. Posen Public Library District – The appeal was denied.

NEW BUSINESS

- A. Resolution regarding LIMRiCC Bylaws and Intergovernmental Agreement – On a motion made by Trustee Baker and seconded by Trustee Chiz, the Resolution regarding LIMRiCC By-Laws and Intergovernmental Agreement was unanimously approved. 7 ayes and 0 nays.
- B. Review of Sign Policy – Reviewed. No changes recommended.
- C. Review of Long Range Plan – Reviewed. Ms. McCammond-Watts reviewed some areas that are still in need of work such as the bathrooms and parking lot. The library is moving forward in other areas such as the mobile lab and senior services. The next review is May 2016.
- D. Marketing Logo Concepts – Ms. McCammond-Watts presented the board with the redesigned logos. The board agreed on a logo. Ms. McCammond-Watts will let the designer know so that we can obtain the templates and begin to use the new logo.
- E. Review of *Serving Our Public* Chapter 9: Programming – Reviewed.

OTHER BUSINESS

None.

PUBLIC COMMENTS/QUESTIONS

None.

ADJOURNMENT

On a motion made by Trustee Ceja and seconded by Trustee Gray the meeting was adjourned at 7:41 p.m. 7 ayes and 0 nays.

Respectfully submitted,



Brenna Baker
Secretary
BB/cp