

**MIDLOTHIAN PUBLIC LIBRARY
BOARD TRUSTEES MEETING
November 15, 2016**

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, , Director McCammond-Watts and Christy Parente, Recorder of Minutes.

INTRODUCTION OF VISITORS

Rita Sareny, Friends of the Library; Jennie Cottrill, Adult Services.

MINUTES

On a motion by Trustee Gray and seconded by Trustee Ceja the minutes of the October 18, 2016 meeting were approved by roll call vote. 6 ayes and 0 nays. Trustee Chiz abstained because she was not present at the October 18, 2016 board meeting.

REVIEW OF BILLS AND FINANCIAL ACCOUNTING

On a motion by Trustee Ceja and seconded by Trustee Baker the financial report for October 2016 was reviewed. Total cash balance for the building account was \$94,680.49, for the reserve fund \$277.10, for the real estate fund \$679,093.84 and \$779,603.08 for the money market account. The financial report was unanimously approved by roll call vote. 7 ayes and 0 nays.

A motion to pay all November bills in the total amount of \$45,381.38 was made by Trustee Baker and seconded by Trustee Ceja and unanimously approved by roll call vote. 7 ayes and 0 nays.

COMMUNICATIONS

None.

LEGISLATION UPDATE

ILA Public Policy Committee, per Illinois law, is working toward increasing the competitive contract bids minimum from \$20,000 to \$25,000.

REPORT OF OFFICERS AND COMMITTEES

- A. Building – No Report.
- B. Finance & Budget – No Report.
- C. Board Development – No Report.
- D. Long Range Planning – Trustee Baker would like to schedule a meeting in December.
- E. Technology – No Report.
- F. Policy – No Report.
- G. Friends of the Library – The Friends made \$211 from the table sales in the library after the October book sale. The Holiday Bazaar sale will be Dec. 3. People are leaving books at the Little Free Library at the Metra.

REPORT OF THE EXECUTIVE DIRECTOR

Ms. McCammond-Watts thanked the board for their kindness and confidence in her and for the opportunity to serve our wonderful community. President Becker thanked Ms. McCammond-Watts for

doing a phenomenal job. Ms. McCammond-Watts and several staff members attended the ILA Conference and attended several sessions including fundraising, a dementia friendly library, bilingual services, community partnerships and marketing. Ms. Vanis attended the Internet Librarian Conference and has included an additional report this month. Managers are holding annual employee evaluations. Two of the library's sensors were failing due to minor roof leaks and will be replaced. Adult fiction has been completely weeded. SWAN will be adding 22 additional libraries. The library is purchasing Chromebook laptops for patron use while in the library. The library participated in the Midlothian Park District's "Trunk or Treat" event.

UNFINISHED BUSINESS

None.

NEW BUSINESS

- A. Closed session to discuss matters of appointment, employment, performance, retention and compensation of specific library employees. 5ILCS 120/2(c) 1 – On a motion made by Trustee McDermott and seconded by Trustee Chiz the board went into closed session at 7:20 pm. 7 ayes and 0 nays. On a motion made by Trustee Baker and seconded by Trustee Ferguson the board moved into an open meeting at 7:28 pm. 7 ayes and 0 nays. President Becker, on behalf of the board, offered Ms. Cottrill the position of Library Director. Ms. Cottrill accepted the offer to become Library Director. The board unanimously approved the appointment of Ms. Cottrill as Library Director by roll call vote. 7 ayes and 0 nays.
- B. Personnel Policies – Reviewed. No changes recommended.
- C. Audit Report – Ms. McCammond-Watts reviewed with the board the completed audit of FY2015-2016. The only recommendation was to add the digital sign to the library's appraisal. On a motion made by Trustee McDermott and seconded by Trustee Chiz the board unanimously accepted the completed audit for FY2015-2016. 7 ayes and 0 nays
- D. Staff Appreciation Gifts – Staff Appreciation Gifts were discussed and unanimously approved by roll call vote, with a motion made by Trustee Baker and seconded by Trustee Gray. 7 ayes and 0 nays.
- E. Review of *Serving Our Public* Chapter 11: System and ILLINET – 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 7:35 p.m. 7 ayes and 0 nays.

Respectfully submitted,



Brenna Baker
Secretary
BB/cp