

Minutes from the Regular meeting
Prairie Skies Library District Board of Trustees
Ashland Location
August 14, 2007

Trustees received and reviewed the new trustee books prepared by Robin Krone and the library staff, which included all recently approved policies, disaster plans, etc.

The regular meeting was called to order by Lois Greene at 6:13 PM.

The vacant trustee position was offered to Becky Mahoney, but she declined. The position was then offered to Victoria DeGroot and she accepted, but will not be present to take the oath of office until the September meeting.

Attendance:

Trustees Present: Lois Greene, Cindy Ingles, Deborah Shull, Johanna Betters, Wendell Walch, Dareea Paiva

Staff Present: Robin Krone, Administrator, Kelly Greene, Clerk, and Suzi Mesojednik

Regular Agenda Items:

Approve Agenda: Motion by Paiva, second by Ingles, as corrected.

Aye: 6 Nay: 0

Approve Previous Minutes: Motion to approve as read by Shull, second by Betters

Aye: 6 Nay: 0

Financial Report: Prepared and presented by Kelly Greene. Motion to approve by Paiva, second by Ingles.

Aye: 6 Nay: 0

Submit Bills: Krone submitted bills totaling \$10,587.89. Motion to pay the bills by Walch, second by Paiva.

Aye: Betters, Greene, Ingles, Paiva, Shull, Walch

Nay: None

Statistics: Suzi Mesojednik presented the statistics from July, 2007. The report also included year-to-date information for the year ended June 30, 2007.

Administrator's Report: Krone presented her report of activities at the branches, upcoming events, and staff attendance at workshops.

A discussion was held regarding the Reaching Forward South Conference coming up in September. It was approved on a motion by Paiva, seconded by Shull to send four employees to the conference at a cost of \$80 each.

A discussion was also held regarding the ILA conference to be held in October. Robin plans to attend and would like trustees to attend as well. Following discussion, it was approved on a motion by Shull, seconded by Ingles to send up to two trustees (to be named later) to the conference.

Based on the directors recent performance evaluation it was decided that the employee handbook be updated to include a grievance policy to allow staff members the opportunity to discuss problems with trustees, if necessary. A policy will be developed and presented for approval at a later date.

The director mentioned her plans to provide a surprise breakfast for the staff on August 16 to commend them for all their hard work on summer reading programs and the recent water leak at Ashland. Lisa McVay from the Crock Pot in Ashland will be providing the breakfast. Robin asked that the directors approve the cost of the breakfast and it was approved on a motion by Walch and a second by Greene.

It was also mentioned that the possibility may arise for the need for part time help while Suzi Mesojednik is out on medical leave. An update will be given as necessary.

Budget Committee The minutes from the budget committee held on July 18, 2007 were presented by Kelly Greene. The purpose of the meeting was to discuss the upcoming tax levy and evaluate the need for a truth in taxation meeting. It was determined to increase the levy by 5% over the prior year, which will not require a truth in taxation meeting.

New Business:

The FY 2008 ILLINET/OCLC Services were presented and approved on a motion by Paiva, seconded by Ingles.

A discussion was held regarding the Per Capita Grant and the requirements related to new staff and new trustee training. A policy needs to be developed related to the requirements for trustee training. A sample policy was submitted for review and was approved on a motion by Paiva and a second by Ingles.

Estimates were presented and discussed related to equipment damaged in the recent lightning strike at the Pleasant Plains location as follows:

A bid was received from Central IL Security related to a new alarm panel that will be needed in the amount of \$3,402.50. Following discussion, it was requested that additional bids be obtained and reviewed before a decision could be reached. It was also discussed as to whether our property insurance includes replacement cost coverage, which will have to be reviewed.

Costs were presented for two new computers with monitors, including one with a DVD/CD burner combo drive. Estimates show an approximate cost of no more than \$840 per CPU and no more than \$300 per monitor.

Costs were also submitted for a DVD/VCR combo player at an approximate cost of \$90.00. A barcode scanner is also needed at the Ashland location, which was unrelated to the lightning strike, at a cost of \$345.

Following discussion, subject to the additional bids on the alarm system, the purchases were approved on a motion by Shull and a second by Betters.

The next personnel committee meeting will be held on September 6, following the Building and Maintenance Committee meeting to be held at 6:30pm.

Motion to adjourn: Shull, Second Paiva

Respectfully submitted,

Kelly Greene
Board Clerk