

Minutes from the Regular Meeting  
Prairie Skies Public Library District  
Pleasant Plains Location  
July 14, 2009

The regular meeting was called to order at 6:30pm by President Ingles.

**Attendance:**

Trustees Present: Cynthia Ingles, Johanna Betters, Dareea Paiva, Wendell Walch, Victoria DeGroot

Trustees Absent: Lois Greene, Deborah Shull

Staff Present: Robin Krone, Administrator; Kelly Greene, Clerk; Liz Heady, Librarians

Visitors: None

**Regular Agenda Items:**

Oath of Office: Each new officer read the Oath of Office aloud and was sworn into office as follows: Dareea Paiva, President, Victoria DeGroot, Treasurer, Johanna Betters, Secretary

Approve Previous Minutes: Minutes were presented from the June 27, 2009 Executive Committee meeting held to pay final fiscal year bills. Bills in the amount of \$9,828.80 were presented and ratified at this meeting on a motion by Paiva, seconded by DeGroot.

Minutes from the regular meeting held June 9, 2009 were reviewed. Motion to approve as read by Ingles, second by Walch.

Aye: 5 Nay:0 Absent: 2

Financial Report: Prepared and presented by Kelly Greene. Financial report approved on a motion by Betters, seconded by Walch, subject to audit results. Following discussion, the clerk was asked to move funds from the Illinois Funds to State Bank of Ashland and to investigate Certificate of Deposit rates with Illinois National Bank and State Bank of Ashland before the next meeting. She was also asked to put the Illinois National Bank account at a minimum balance as it is non-interest bearing at this time.

Submit Bills: Krone submitted bills totaling \$4150.03. Motion to pay bills by DeGroot, second by Betters.

Aye: Ingles, DeGroot, Paiva, Betters, Walch

Nay: None

Absent: Greene, Shull

Statistics: Robin Krone presented the statistics from June 2009 and the patron activity report was reviewed.

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

- Robin discussed her classes taken at Bradley University and certification classes that she can take.
- A discussion was held regarding the Reaching Forward South Conference coming up in September and whether staff may attend, which will result in library being closed during the conference. On a motion by DeGroot, seconded by Betters, it was approved for staff to attend and to close early Thursday and all day Friday to attend.
- A report was given on the Summer Reading program and it was reported that 60 children attended the programs each week. The reading contest winners read over 200 hours and in total the group read over 1000 hours for the program.
- A discussion was held regarding the drop boxes that are currently in place at Farmingdale and Gardner Township buildings, as they are beginning to become unsightly. A discussion was also held about the non-functioning water cooler in Pleasant Plains and the possibility of replacing it. Both items were referred to the Building and Maintenance Committee.
- Ruby Electric completed the work at the Ashland location as per the quote previously given.
- The new copy machine has been installed in the Plains location.
- A request was made for a new chair for Suzi's desk. Robin presented some quotes she found online in the area of \$450. Dareea recommended we shop locally in Springfield, possibly Sam's to find a lower price and will shop with Suzi up to a price of \$300, approved by Betters, seconded by Ingles.
- The Standards for IL Library books are in and will be placed in each location for review by trustees.
- Robin reminded trustees that two board members need to review the minutes to ensure they are accurate and sign off on them. Members to review the minutes are Walch and Ingles.

#### New Business

- The Tentative Combined Annual Budget and Appropriation Ordinance was presented for trustee review and public comment. Following discussion, the ordinance was approved as presented by Ingles and Walch.
- New officers were asked to sign on the Corporate Resolutions and signature cards from our financial institutions.
- The Code of Ethics and Library Board of Trustees Member Commitment to Serve was read and agreed to by consensus.
- New Committee assignments for the upcoming year were decided as follows:
  - o Budget: DeGroot, Greene, Ingles
  - o Admin: Betters, DeGroot, Shull
  - o Building Maintenance: Walch, Betters, Ingles
  - o Long Range: Greene, Shull, Betters
  - o Materials/Technology: Ingles, Walch, DeGroot

- Funding/Grants: Shull, Walch, Greene

Committees to Meet

- Administrative/Personnel – July 22, Ashland 5:30
- Building/Maintenance – will set time later

Next Board Meeting scheduled for August 11, 2009, 6:30pm, Ashland.

The Board went into a closed session.

Motion to adjourn by Betters, seconded by DeGroot.

Respectfully submitted,

Kelly S. Greene