

BEECHER COMMUNITY LIBRARY

Monthly Board Meeting

Tuesday, May 18, 2021 7:00 PM

The meeting began with the Pledge of Allegiance.

TRUSTEE ROLL CALL: Biery, present **Bunte**, absent **Czarnecki**, present, **Saller**, present, **Stamper**, absent **Wehling**, present.

Jill Grosso, Vicki Squier and Richard Kerber were also present.

Jillian Grosso, Election Official, read aloud the official results of the canvass of the April 3, 2021 Consolidated Elections.

Beverly Wehling and **Richard Kerber** were the duly elected winners of the Library Trustee of the Beecher Community Library District, Will County, Illinois.

Following ratification, the newly elected trustees, Beverly Wehling and Richard Kerber were sworn-in by Secretary, Kathryn A. Czarnecki.

President Biery announced that nominations were now open for officers for a 2 year term.

Saller nominated Shirley R. Biery for President, seconded by Czarnecki.

Biery, yes **Bunte**, absent, **Czarnecki**, yes **Kerber**, yes **Saller**, yes, **Stamper**, absent, **Wehling**, yes. Motion passed.

Jennifer Bunte arrived.

Biery nominated Lance Saller for Vice-President, seconded by Wehling.

Biery, yes **Bunte**, A **Czarnecki**, yes **Kerber**, yes **Saller**, yes, **Stamper**, absent, **Wehling**, yes. Motion passed.

Wehling nominated Czarnecki for Secretary, seconded by Biery.

Biery, yes **Bunte**, A **Czarnecki**, yes **Kerber**, yes **Saller**, yes, **Stamper**, absent, **Wehling**, yes. Motion passed.

Czarnecki nominated Bunte for Treasurer, seconded by Wehling.

Biery, yes **Bunte**, A **Czarnecki**, yes **Kerber**, yes **Saller**, yes, **Stamper**, absent, **Wehling**, yes. Motion passed.

Additional Agenda Items: None.

SECRETARY'S REPORT

Regular and executive minutes from the April 20, 2021 meeting were reviewed. Following review, Bunte moved to accept minutes as presented, seconded by Wehling.

Biery, yes **Bunte**, yes **Czarnecki**, yes **Kerber**, yes, **Saller**, abstain, **Stamper**, absent, **Wehling**, yes. Motion passed.

TREASURER'S REPORT

Bunte presented the Treasurer's report & Financial recap. Following board review, Czarnecki moved to approve both reports, seconded by Biery.

Biery, yes **Bunte**, yes **Czarnecki**, yes **Kerber**, yes **Saller**, yes, **Stamper**, absent, **Wehling**, yes. Motion passed.

The Financial recap was reviewed, investments are looking very good.

The Outstanding Bills were reviewed.

Following review, Wehling moved to approve payment of Outstanding bills, totaling \$13,570.57 plus 2 new employees pay & all other additions, seconded by Czarnecki.

Biery, yes **Bunte**, yes **Czarnecki**, yes **Kerber**, yes **Saller**, yes, **Stamper**, **A Wehling**, yes. Motion passed.

The Budget Comparison was reviewed and found to be sound. Shirley reminded everyone that the library's fiscal year ends on June 30th and begins anew on July 1st.

DIRECTOR'S REPORT

- Statistics continue to fluctuate. The new service, Hoopla, has had 18 checkouts.
- SWAN has announced they will be purging 10 year-old patron records. Both fines and patrons will be purged to clear the records. Jill's report includes a detailed summary of our 10 year-old uncollected fines under \$200. Total owed, \$1,817. She proposes a review of our policy.
- Jill requested giving the new STORYTIME coordinator a \$500 credit card. Following discussion, having weighed pros & cons, Shirley moved that we start with a \$75 petty cash fund for the STORYTIME coordinator, seconded by Kerber.

Biery, yes Bunte, yes Czarnecki, yes Kerber, yes Saller, yes, Stamper,
absent, **Wehling, yes.** Motion passed.

- Jill will soon begin advertising for a new circulation desk Clerk position. More details will be added to the notice, including starting pay, \$14 hr.
- Jill announced she has 5 vacation & 1 personal day remaining in the fiscal year, which she will try to fit in before 6/30.
- Board discussed opening the library for people to come in & sit. Until we enter the next phase, patrons will be socially distanced in all areas. Jill was asked to make a mask recommendation.

CORRESPONDENCE: None.

COMMITTEE REPORTS

Building/Grounds: Shirley talked to **Werner's** about when they will be out to do the landscaping. We are on their list but they're having trouble hiring.

Housekeeping: Kathy reports the Cleaning Crew is making good progress getting everything back in shape.

Landscaping: no.

Schools: Jennifer reports children are in school 2 more weeks, then summer recess begins. Jennifer asked Jill to make up a flyer with details about the Summer Reading program, & she will see that they are distributed.

Social: Beverly has nothing to report.

General: - The current work on Rt. 1 includes creating new sidewalks and curbs for handicapped. The repaving of Hwy. 1 will begin later.

- Fred power-washed the porch, which looks great. He also put bars of Irish Spring in the birds usual nesting places. So far so good. Fred also fixed the outlet in the ladies bathroom.

- Shirley spoke about the ongoing issue of people parking in our lot.

AUDIENCE PARTICIPATION: None.

OLD BUSINESS

The Study rooms will now be open where artwork will soon be displayed .

NEW BUSINESS

Board discussed approving contracts for Peg McCraw and Payton Leoni. Vicki has checked into Payton's Indiana residency in regards to withholding taxes & she is prepared to make necessary adjustments. Shirley will get

their contracts ready.

Biery moved to approve contracts for Peg McCraw and Payton Leoni, seconded by Czarnecki.

Biery, yes Bunte, yes Czarnecki, yes Kerber, yes Saller, yes Stamper, absent, Wehling, yes. Motion passed.

- Board reviewed Chapter 3, **Personnel policy** as required for Per-Capita Grant. Jill asked to include a salary schedule.

- Shirley suggests the **Volunteer policy** agreement needs to be re-visited. Our attorney should always be consulted before changes are made.

- Biery recommended that two changes be made to the **Monetary Donations Policy**.

Czarnecki moved that the **Monetary Donations Policy** be revised to exclude any reference to **The Beecher Community Library Foundation** and also any monetary donations will now go into the General Fund, seconded by Kerber.

Biery, yes Bunte, yes Czarnecki, yes Kerber, yes Saller, yes Stamper, absent,

Wehling, yes. Motion passed.

- The **Credit Card Policy** was reviewed. Shirley explained the necessity for keeping a clear paper trail at all times. She reminded everyone that next month we close the books.

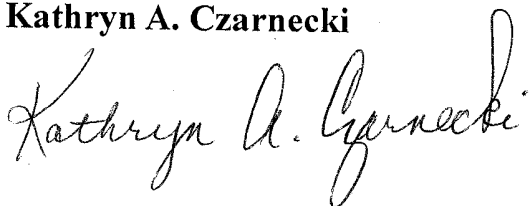
ANNOUNCEMENTS

- **Regular Board Meeting, June 15, 2021, 7 p.m.**

Saller moved to adjourn at 8:15 pm, seconded by Czarnecki.

Biery, yes Bunte, yes Czarnecki, yes Kerber, yes Saller, yes, Stamper, A Wehling, yes. Motion passed.

Kathryn A. Czarnecki



Secretary