

BEECHER COMMUNITY LIBRARY BOARD MEETING
Tuesday, July 16, 2013 7:00 PM-LIBRARY

Meeting began with the Pledge of Allegiance

TRUSTEE ROLL CALL: Biery, present; Bunte, absent; Czarnecki, present; Dean, present; Saller, present; Skold, present; Wehling, present.

Also present: Jill Grosso and Vicki Squier and Jim Ulman.

President Biery introduced Mr. Jim Ulman, of the First Community Bank. Mr. Ulman attended tonight's meeting to give a report on the library's Investment Portfolio. In the year since the investment was made, we have seen substantial earnings. Jim made a good, thorough presentation. Afterwards, he answered questions and shared his plans for the future of the portfolio. The board was pleased with his report, and with the portfolio.

SECRETARY'S REPORT:

Board reviewed the regular minutes and executive minutes of June 11, 2013. A lengthy discussion took place concerning the June 11 motion concerning Jill's contract. In the end, Skold moved to amend the minutes to strike Wehling's motion concerning Jill's contract and salary, seconded by Dean.

Biery, yes; Bunte, ; Czarnecki, yes; Dean, yes; Saller, yes; Skold, yes; Wehling, yes. Motion passed.

Board reviewed Executive minutes of June 11,2013. Dean moved to approve executive minutes as presented, seconded by Saller.

Biery, yes; Bunte,; Czarnecki, yes; Dean, yes; Saller, yes; Skold, yes; Wehling, yes. Motion passed.

TREASURER'S REPORT:

Gwen presented her Treasurer's report. The balance sheet is good, Financial recap, sound. The CD in the Midland Bank will come due on 8-22-13.

Board reviewed the report. Biery explained the bill for the work done by Alan Bakhaus. He gave us a quote of \$1,500 to install 4 attic fans, 4 thermostats + \$100 for 2 photo cells on the outside poles. Shirley will request an itemized bill for our records. We will need a bill with a breakdown. Since there were items purchased, is there a warranty? Vicki

agreed to withhold payment until we have the itemized bill.

Skold moved to approve the treasurer's report as presented, seconded by Saller.

Biery, yes; Bunte,; Czarnecki, yes; Dean, yes; Saller, yes; Skold, yes; Wehling, yes. Motion passed.

Board reviewed the Outstanding bills. With no recent changes, the month's outstanding bills total, \$17,222.55.

Czarnecki moved to pay outstanding bills, seconded by Skold.

Biery, yes; Bunte,; Czarnecki, yes; Dean, yes; Saller, yes; Skold, yes, Wehling, yes. Motion passed.

Vicki was pleased to announce the completion of the Annual Report, Financial Statement. The completed report came out "to the penny"! As required by law, the newspaper will publish the announcement that the report is available for viewing.

Joe asked Vicki if she thought the new software program contributed to the success of the report. Vicki agreed it did, as well as keeping a monthly running balance & electronic checks. Board congratulated her on her work.

Board reviewed the Budget Comparison and found it to be sound.

DIRECTOR'S REPORT

- Circ. STATS for June were a bit low. Jill's color chart shows stats down from years past. Media on Demand, 121.
- Jill hosted the ATLAS meeting here and it went very well. Everyone was quite impressed with our library.
- The Summer Reading Program has been very successful with 237 children and 113 adults participating.
- Chris McBrien, the Magic Storyteller, was a very talented performer! His program was enjoyed by adults and children alike! Chris' puppets were a big hit with everyone! Very nice program..
- Jill opened an Amazon account. Very often, they have better deals than Baker-Taylor.
- Jill spoke briefly on the Illinois Concealed Carry Law and Public Libraries. They are prohibited in public libraries.
- Jill discussed a 'patron survey' with the board. The purpose of the survey will be to ascertain 'What people want' from our library. Jill would like to have them done in conjunction with the various school's Open Houses.

This reach-out would be good PR and allow parents to fill-out their survey in school while attending the open houses, or take them home to complete. Other methods of distributing the survey were discussed at length. Jill made a rough-draft survey that is multiple choice. Shirley, Kathy and Jill will meet to refine the survey.

- Jill requested a personal day on the 14th of August.
- Our library participated in the 'Amazing Race', sponsored by the Beecher Recreation group. It was deemed a great success!

Immediately following Jill's report, Shirley opened a discussion on why our circulation numbers continue to fall. There are many thoughts and opinions as to why this is so. The patron survey couldn't come at a better time. It should answer a lot of questions. Shirley believes we need to re-generate enthusiasm. Many patrons frequent the Crete library. She suggested Jill monitor what kind of books they are borrowing & dropping off here to be returned to Crete. Is our collection lacking? Are our hours at fault? Do we need to offer more programs? Crafts?

We have authors in town who would be happy to spend an evening here talking about their book. We have residents & patrons who have traveled to exotic places. They would be delighted to spend an evening sharing their experience. These are just a few ideas shared.

CORRESPONDENCE: Letter from Klein, Thorpe & Jenkins LTD. Informing board of impending modest rate increase, January, 2014.
Letter from the Will County Board of review informing Beecher Community Library of another tax exempt request on a property purchased by IDOT.
Letter from Greg Ohlendorf, First Community Bank, formally terminating their lease on the ATM effective 11-30-13.

COMMITTEE REPORTS

Building/Grounds: Lance removed the Handicap sign from the parking lot near the ATM. Shirley asked Stan Weishaar to trim the bushes. The cleaning ladies will dead-head the lilies soon. Fred Postma cleaned out the gutters and trimmed a tree limb.

Housekeeping: Kathy reports all is going well.

Personnel: Gwen is working on Carol's transition with Jill.

Schools:

Social: Beverly has no news.

General: Shirley met with Greg Ohlendorf concerning the ATM removal.

They have disconnected all the equipment and turned-in all keys. She reminded Greg that the December 2000 lease agreement stated that they would return the space to it's original state if the ATM is no longer in operation..

Shirley asked the board to think about how we would like the space dealt-with. i.e. the ramp, asphalt, overall reconstruction of the area. Next spring will be the soonest we can get at it.

Shirley also called DMC Security about the alarms. He suggested we change the panel & combine all zones. Zone 1 will cover the entire building.

Dean moved to table the 'Bank Removal Project' until spring, seconded by Skold.

Biery, yes; Bunte,; Czarnecki, yes; Dean, yes; Saller, yes; Skold, yes; Wehling, yes. Motion passed.

Biery moved to contact DMC about arming the entire building, seconded by Saller.

Biery, yes; Bunte,; Czarnecki, yes; Dean, yes; Saller, yes; Skold, yes; Wehling, yes. Motion passed.

AUDIENCE PARTICIPATION: None.

UNFINISHED BUSINESS:

Biery moved to confirm the voice vote of 6-14-13, agreeing to contract Alan Bakhaus to install 4 attic fans and 4 thermostats for \$1500, seconded by Dean.

Biery, yes; Bunte,; Czarnecki, yes; Dean, yes; Saller, yes; Skold, yes; Wehling, yes. Motion passed.

NEW BUSINESS:

Biery moved to adopt **Ordinance #59, the SPECIAL RESERVE FUND PLAN**, seconded by Czarnecki.

Biery, yes; Bunte,; Czarnecki, yes; Dean, yes; Saller, yes; Skold, yes; Wehling, yes. Motion passed.

Board discussed the Volunteer and Personal Equipment Policy. In regard to the purchase of ink cartridges for Vicki Squier's purposes, board amended the policy to include this need.

Saaller moved to adopt the **Volunteer and Personal Equipment Policy**, as amended, to include Ink cartridges for Vicki Squier, as needed, seconded by Skold,

Biery, yes; Bunte,; Czarnecki, yes; Dean, yes; Saller, yes; Skold, yes; Wehling, yes. Motion passed.

Jill requested that the **Bulletin Board policy** be tabled until August meeting.

Saller moved that we adjourn to executive session to discuss personnel at 8:33 pm, seconded by Skold.

Biery, yes; Bunte,; Czarnecki, yes; Dean, yes; Saller, yes; Skold, yes; Wehling, yes. Motion passed.

Returned to regular meeting at 9:12 pm.

Dean moved that the training and transition period will commence on 7-22-13 for Dawn and Celia, and will continue through December 30; hours to be increased for training purposes not to exceed 10 additional hours per week, seconded by Biery.

Biery moved that Jill's contract for next fiscal year include health and dental insurance with her salary to be adjusted to deduct the dental costs, seconded by Czarnecki.

Biery, yes; Bunte,; Czarnecki, yes; Dean, yes; Saller, yes; Skold, yes; Wehling, yes. Motion passed.

ANNOUNCEMENTS:

- **July 23, 2013, 6:30 p.m., Library expansion meeting**
- **Regular Board meeting August 20, 2013 7 p.m.**

Skold moved to adjourn meeting at 9:15 PM , seconded by Czarnecki.

Biery, yes; Bunte; Czarnecki, yes; Dean, yes; Saller, yes; Skold, yes; Wehling, yes. Motion passed.

Kathryn A. Czarnecki,

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Secretary