

**BEECHER COMMUNITY LIBRARY
BOARD MEETING
Tuesday, December 19, 2017 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.

Jill Grosso was also present.

Jennifer arrived at 7:03

SECRETARY'S REPORT

Regular, Executive & Special November minutes were reviewed. Following review, Dean moved to accept all minutes as presented, seconded by Wehling.

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

TREASURER'S REPORT

Gwen presented the Treasurer's report.

Report was reviewed by all & found to be accurate & sound.

Outstanding Bills were corrected, \$11,656.22 Total.

Following review, Skold moved to approve Treasurer's report as presented, seconded by Bunte.

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

DIRECTOR'S REPORT

- November Circ. Stats were down a bit.

- The *Holiday Light Circuits* program was enjoyed by 9 who really enjoyed themselves! *Make A Present For Your Parent* program was also a success, 16 participated.

- Jill explained that there was a problem with the Internet service Nov. 28 through Dec. 1st. Problem was solved & all is ok.

- Per-Capita update: Jill and Gwen are creating a safety manual based on Ch. 12 of *Serving Our Public 3.0*. Kathy and Staff are taking an online Safety training course titled: *Keeping Patrons Safe: Our Responsibilities During High Risk Situations*.

- Shirley mentioned the need to get By-Laws typed. Jill suggested Linda.

- Jill requested Jan. 8th & 9th off (Extra Holiday days). Board agreed.

CORRESPONDENCE

A letter was sent to Mr. Thomas Nicholson, Customer Relations rep. for *Continental Transportation Solutions*. CTS is the delivery company for Inter-Library loans. Letter was a follow-up on Shirley's phone call in which she demanded \$50 payment for their triggering the alarm on Nov. 1st (Board decision 11/21/17). The company's repeated carelessness concerning triggering the alarm, broken/stuck keys and damage to property precipitated this action. All further incidents will be treated the same.

COMMITTEE REPORTS

Building/Grounds: Lance reports the repair or replacement of the porch pillars will have to wait until after winter. Shirley thanked Lance for the time he spent on the completion of the outdoor sign. Joe continues to monitor the Softener and salt.

Housekeeping: Kathy reports the crew has been sparse lately, but we do ok.

Personnel: Gwen has no news tonight.

Schools: Jennifer reports schools will be in session until Dec 22nd.

Social: Beverly brought in a beautiful plate of Homemade Christmas Cookies & Coffee for the Board to enjoy tonight.

General: Shirley shared that the staff is very happy with the new cash box. Fred spent 7-½ hrs. making sure the installation went well. Fred did an A+ job.

AUDIENCE PARTICIPATION

The time allotted to audience participation will now be 15 minutes.

OLD BUSINESS

Shirley announced that the agenda category titled 'Unfinished Business' will be changed to 'Old Business'.

Jill presented the two different *Credit Card* policies. She explained the 2 versions. Following discussion, Saller moved to adopt the original policy, seconded by Skold.

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

Shirley spoke with Pete at *All American Flag Co.* in Elgin about repairing our flagpole. He was very interested, informative and concerned that all protocol be followed. He has sent an estimate (\$435.38), which the board

reviewed. Shirley will call Jason Wehling, our Insurance agent, & inquire about filing a claim. Following discussion, Biery moved to ask *All American Flag Co.* to repair the flagpole with their bucket & to ask if he is able to trim the tree branches at the same time. Seconded by Saller.

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

The *Parking Lot* policy was questioned recently by a resident, who called the Library to complain. Shirley made a call to explain the policy & believes the explanation was received well. The board shared ideas about how we can be more clear in publicizing the policy. Gwen recommended including a copy of the Library's Policy with the notice we place on cars.

NEW BUSINESS

- The **Sexual Harassment Ordinance #79** will be addressed in January.

- Jill gave each board member a copy of the **Code of Ethics Confidentiality Agreement** to peruse.

- Jill had an incident with a patron with a unique problem. The family owns farm property in the library district, yet home sits across the street, outside the boundary. The issue is complicated & the policy is being altered for the family, i.e. "**Non-Resident Property Owner**", "**Beecher Business/Property Owner Cards**".

- **The Beecher Community Library By-Laws** were reviewed. Saller moved to adopt the **Beecher Community Library By-Laws** as amended, seconded by Skold.

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

The Annual Report was discussed. Wehling moved to approve the Annual Report, seconded by Skold.

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

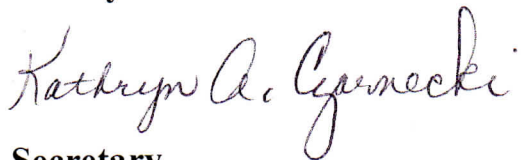
ANNOUNCEMENTS

- Regular Board Meeting, January 16, 2018, 7 p.m.

Skold moved to adjourn at 8:07, seconded by Czarnecki.

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

Kathryn A. Czarnecki

A handwritten signature in cursive script that reads "Kathryn A. Czarnecki". The signature is written in black ink and is positioned below the printed name.

Secretary