

**MINUTES OF THE FOSSIL RIDGE PUBLIC LIBRARY DISTRICT**

**BOARD OF TRUSTEES MEETING**

**June 19, 2017**

**CALL BOARD OF TRUSTEES MEETING TO ORDER**

Board President Sandra Bauter called the regular monthly meeting of the Fossil Ridge Public Library District Board of Trustees to order at 6:00 p.m.

The Pledge of Allegiance was recited by all.

**ROLL CALL**

Recording Secretary called the roll.

Trustees Present: Terri Downey, Leone Heberer, Teri Jones, Michael Lamb, Jon Michael McCain, Danell Morrison, and Sandra Bauter. Trustees Absent: None. Staff Present: Richard Ashley: Library Director and Monica Zippel: Recording Secretary.

**CORRECTIONS TO AGENDA**

**CONSENT AGENDA**

1. Board Minutes May 15, 2017.
2. Payment of Bills.
3. Ordinance 2017-03 Prevailing Wage.
4. FOIA policy update.

Motion by Lamb, seconded by McCain to accept the Consent Agenda. Motion carried by roll call vote. Ayes: Downey, Heberer, Jones, Lamb, McCain, Morrison, and Bauter. Nays: None. Absent: None.

**CORRESPONDENCE, COMMUNICATION & PUBLIC COMMENTS**

1. Secretary Morrison read a letter from the Braidwood Fire Protection District thanking Director Ashley and the Fossil Ridge Public Library for accommodating their need for kitchen and meeting facilities on May 20, 2017. Secretary Morrison also read a note from a patron asking for a little table to be placed in the women's bathroom.

**TREASURER'S REPORT**

1. Treasurer Jones presented a written treasurer's report (attached). The report will be filed.

**DIRECTOR'S REPORT**

1. Director Ashley presented a written director's report (attached). The report will be filed.

**UNFINISHED BUSINESS**

1. Director Evaluation and Personnel Issue.

Motion by Jones, seconded by Heberer to enter into closed session at 6:10 p.m. Motion carried by roll call vote. Ayes: Downey, Heberer, Jones, Lamb, McCain, Morrison, and Bauter. Nays: None. Absent: None.

Applicable Statutory Section 5 ILCS 120/Section 2 (c)(1)

The appointment, employment compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel, including hearing testimony on a complaint lodged against an employee or against legal counsel to determine its validity.

President Bauter made a motion to reconvene the session at 6:39 p.m. A short break was held at 6:39 p.m. Motion by Bauter, and seconded by Heberer to reconvene into open session at 6:44 p.m. Motion carried by roll call vote. Ayes: All. Nays: None. Absent: None.

## **NEW BUSINESS**

1. Motion to adopt Ordinance 2017-04 Meeting Dates.

Motion by Jones, seconded by Downey to adopt Ordinance 2017-04 Meeting Dates. Motion carried by roll call vote. Ayes: All. Nays: None. Absent: None.

2. Motion to set the budget hearing date to August 28, 2017 at 5:50 p.m.

Motion by Jones, seconded by Lamb to set the budget hearing date to August 28, 2017 at 5:50 p.m. Motion carried by roll call vote. Ayes: Downey, Heberer, Jones, Lamb, McCain, Morrison, and Bauter. Nays: None. Absent: None.

3. Treasurer Jones and Trustee Heberer were appointed to review closed meeting minutes.
4. Treasurer Jones and Trustee Heberer were appointed to audit the Secretary's Records.
5. Budget. Director Ashley and the Board of Trustees held a discussion on the budget.
6. Discussion to increase sick days. The 2016 Library Survey Benefits page was reviewed by Director Ashley and the Board of Trustees. The discussion was held regarding the number of sick days that staff receive.

Motion by Lamb, and seconded by Jones to increase the sick days for full-time staff to twelve days per year and for part-time staff to six equivalent days per year effective July 1, 2017. Motion carried by roll call vote. Ayes: Downey, Heberer, Jones, Lamb, Morrison, and Bauter. Nays: None. Abstain: McCain. Absent: None.

7. Policy Evaluation Calendar which shows the various policies was reviewed.
8. Policy Review. Flash drives were provided to each of the board members which contain the board policy, library policy and the employee policy handbook. The Policy Review was discussed and reviewed by the Board of Trustees.
  - A. Policy – Copyright Restrictions
  - B. Policy – Display Space
  - C. Policy – Division of Responsibility Between Board and Director
  - D. Policy – Drug & Alcohol-Free Policy
  - E. Policy – Drug & Alcohol-Free Policy Notice
  - F. Policy – Employment Application
  - G. Policy – Expected Patron Behavior
  - H. Policy – Gifts to the Library
  - I. Policy – Hours of Operation
  - J. Policy – Mission Statement
  - K. Policy – Outreach Policy - Bookmobile Service
  - L. Policy – Outreach Policy – Deposit Collection for Schools
  - M. Policy – Outreach Services Policy
  - N. Policy – Outreach Services – Homebound Delivery Registration
  - O. Policy – Public Access to the Internet
  - P. Policy – Public Access to Internet User Agreement
  - Q. Policy – Public Comment Policy
  - R. Policy – Prevailing Wage Act

S. Policy – Records to be Retrained

Motion by Jones, and seconded by McCain to accept the Policies A-S with the stipulation on Policy H that the section is removed in the recognition of gifts policy. Motion carried by roll call vote. Ayes: Downey, Heberer, Jones, Lamb, McCain, Morrison, and Bauter. Nays: None. Absent: None.

**FRIEND’S REPORT**

- 1. Treasurer Jones reported that the Friends of the Library are working on fundraiser ideas. Coffee, water and pop are available for donations. Candy will be available as well.

**OTHER BUSINESS** None.

**ANNOUNCEMENTS**

- 1. Regular Board Meeting – Monday, July 17, 2017 at 6:00 p.m.

**MOTION TO ADJOURN**

Motion by Morrison, and seconded by Jones to adjourn the regular monthly meeting of the Fossil Ridge Public Library District Board of Trustees. Ayes: All. Nays: None. Absent: None. Motion carried.

Meeting was adjourned at 7:12 p.m.

Recording Secretary – Monica Zippel

X

Danell Morrison  
Secretary

X

Date of Approval