

**MINUTES OF THE FOSSIL RIDGE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING**

**November 20, 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 6:02 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, Jon Michael McCain, and Sandra Bauter.  
Trustees Absent: Michael Lamb and Danell Morrison. Staff Present: Richard Ashley: Library Director and Monica Zippel: Recording Secretary.

Trustee Downey was appointed as acting Secretary.

**CORRECTIONS TO AGENDA** None.

**CONSENT AGENDA**

1. Board Minutes October 16, 2017.
2. Payment of Bills.

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

**CORRESPONDENCE, COMMUNICATION & PUBLIC COMMENTS** None.

**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. The library's bookkeeper presented detailed information to the board members regarding some options of financial institutions as well as pertinent information regarding the institutions and the library's accounts. A discussion was held by the board members regarding the change of the financial institution.

Motion to change financial institutions.

Motion by Jones, seconded by McCain to change financial institution to Grundy Bank. Motion carried by roll call vote. Ayes: Downey, Heberer, Jones, McCain, and Bauter. Nays: None. Absent: Lamb and Morrison.

2. System Membership Standards. Director Ashley discussed the System Membership Standards. Beginning in May 2018, the board members will be required to meet system membership standards. The board reviewed the standards.

**NEW BUSINESS**

1. Job Descriptions. Director Ashley and the board members discussed and reviewed the job descriptions in the personnel policy handbook. Director Ashley emailed the job descriptions to the board members for further review.

**FRIEND'S REPORT**

1. Treasurer Jones reported that the Friends of the Library will be purchasing gifts for the Veteran's Reception. They will also be hosting a fundraiser trivia night at a date to be determined. There will be more information regarding the trivia night at a later date.

**OTHER BUSINESS** None.

**ANNOUNCEMENTS**

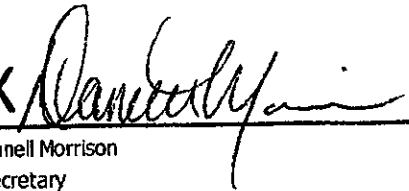
1. Veterans Reception will be held on December 7, 2017 from 11:00 a.m. – 1:00 p.m. Trustees please let Director Ashley know if you will be attending.
2. The December 2017 Regular Board Meeting has been canceled.
3. Regular Board Meeting – Monday, January 15, 2018, at 6:00 p.m.

**MOTION TO ADJOURN**

President Bauter adjourned the regular monthly meeting of the Fossil Ridge Public Library District Board of Trustees. Ayes: All. Nays: None. Absent: Lamb and Morrison. Motion carried.

The meeting was adjourned at 6:59 p.m.

Recording Secretary – Monica Zippel

X   
 Danell Morrison  
 Secretary

X 1-15-18  
 Date of Approval