

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

**BOARD OF TRUSTEES MEETING**

**October 16, 2017**

**CALL BOARD OF TRUSTEES MEETING TO ORDER**

Board Vice President Michael Lamb called the regular monthly meeting of the Fossil Ridge Public Library District Board of Trustees to order at 6:02 p.m.

Michael Lamb was appointed as Acting Board President.

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, and Danell Morrison.

Trustees Absent: Jon Michael McCain and Sandra Bauter. Staff Present: Richard Ashley: Library Director and Monica Zippel: Recording Secretary. Other's Present: Joe Martin, auditor from Brian Zabel & Associates.

**CORRECTIONS TO AGENDA** None.

At 6:15 p.m. Sandra Bauter joined the meeting and resumed the role of Board President.

**AUDITOR'S REPORT**

Joe Martin, the representative from Brian Zabel & Associates, presented a written Annual Financial Report for the year ending June 30, 2017. The report was distributed to the board. The report will be filed.

**CONSENT AGENDA**

1. Board Minutes September 18, 2017.
2. Payment of Bills.
3. Auditor's Report.
4. Levy Ordinance 2017-06.
5. Certify compliance with Truth-in-Taxation.

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

**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. Per Capita Grant Requirements.
  - A. Trustees will review chapters 1-5 of the "Trustee Facts File Third Edition." The trustees reviewed chapters 1-5, and a discussion regarding the information was held. The trustees discussed various pieces of information that they gleaned from the information that was provided. Some topics were: The board's responsibility and the division between the

board and the library director. No one board member can speak for the library or the entire board. The library board represents the library and the public.

- B. Trustees completed at least one free online education opportunity focusing on safety in the library. The trustees viewed an online educational video on safety in the library entitled, "Run, Hide, Fight".
- C. Trustees will familiarize themselves with services provided by the Illinois State Library Literacy Program. The Board Members and Directory Ashley reviewed the various services provided.

**NEW BUSINESS**

- 1. Director Ashley presented the board members with the System Membership Standard packet. There are three library systems: Rails, Chicago and Heartland. The information was reviewed, and a discussion was held. The trustees will read the packet and provide their thoughts regarding the information learned.

The Board of Trustees Meeting held a short break at 6:30 p.m. The meeting resumed at 6:38 p.m.

**FRIEND'S REPORT**

- 1. Treasurer Jones reported that the Friends of the Library will be changing banks.

**OTHER BUSINESS**

- 1. President Bauter and Trustee Jones attended the ILA convention. They provided the trustees with the information they learned while attending the convention.
- 2. Vice President Lamb inquired about providing an opportunity for a trustee(s) to attend a program(s) and be present should there be questions or comments for them.

**ANNOUNCEMENTS**

- 1. Regular Board Meeting – Monday, November 20, 2017, at 6:00 p.m.
- 2. The December 2017 Regular Board Meeting has been canceled.

**MOTION TO ADJOURN**

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

The meeting was adjourned at 7:37 p.m.

Recording Secretary – Monica Zippel

X   
Danell Morrison  
Secretary

X 11-20-17  
Date of Approval