

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

**May 15, 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: Leone Heberer, Teri Jones, Michael Lamb, Jon Michael McCain, and Sandra Bauter. Trustees Absent: Danell Morrison. Staff Present: Richard Ashley: Library Director and Monica Zippel: Recording Secretary.

Appointed Trustee Heberer as the Acting Secretary.

**CORRECTIONS TO AGENDA**

Approval of minutes of previous meetings.

1. Board Minutes April 17, 2017.

Motion by McCain seconded by Jones to accept the April 17, 2017 Board Minutes. Motion carried by roll call vote. Ayes: All. Nays: None. Absent: Morrison.

**OATH OF OFFICE FOR NEWLY ELECTED TRUSTEES**

1. Director Ashley administered the Oath of Office for Newly Elected Trustee to Teri Jones.
2. President Bauter administered the Oath of Office for Newly Elected Trustee to Leone Heberer.
3. President Bauter administered the Oath of Office for Newly Elected Trustee to Mike McCain.
4. Director Ashley will administer the Oath of Office for Newly Elected Trustee to Danell Morrison.

**OATH OF OFFICE FOR NEWLY APPOINTED TRUSTEE**

1. President Bauter administered the Oath of Office for Newly Appointed Trustee to Terri Downey.

Adjournment sine die - (adjournment "without day", a final adjournment that has the effect of dissolving the outgoing board).

Seating of the New Board.

1. Election of President Pro Tempore. Teri Jones was appointed as Acting President.

**CALL TO ORDER**

Board President Teri Jones called the regular monthly meeting of the Fossil Ridge Public Library District Board of Trustees to order at 6:10 p.m.

**ROLL CALL**

Recording Secretary called the roll.

Trustees Present: Terri Downey, Leone Heberer, Teri Jones, Michael Lamb, Jon Michael McCain, and Sandra Bauter. Trustees Absent: Danell Morrison. Staff Present: Richard Ashley: Library Director and Monica Zippel: Recording Secretary.

Election of Board Officers – Election of president chaired by president pro tempore. New president takes chair upon election and presides over the election of vice-president, treasurer, and secretary. New secretary then takes over for secretary pro tempore.

1. Nominations from the floor for President. Lamb nominated Sandra Bauter for President, seconded by McCain.
2. Election for President.

Motion by Lamb seconded by McCain for the election of President. Motion carried by roll call vote. Ayes: Downey, Heberer, Jones, Lamb, McCain, and Bauter. Nays: None. Absent: Morrison. Sandra Bauter was elected as President.

3. Nominations from floor for Vice President. Jones nominated Mike Lamb for Vice President., seconded by Heberer.
4. Election for Vice President.

Motion by Jones seconded by Heberer for the election of Vice President. Motion carried by roll call vote. Ayes: Downey, Heberer, Jones, Lamb, McCain, and Bauter. Nays: None. Absent: Morrison. Mike Lamb was elected as Vice President.

5. Nominations from floor for Secretary. Jones nominated Danell Morrison as Secretary, seconded by McCain.
6. Election for Secretary.

Motion by Jones seconded by McCain for the election of Secretary. Motion carried by roll call vote. Ayes: Downey, Heberer, Jones, Lamb, McCain, and Bauter. Nays: None. Absent: Morrison. Dannel Morrison was elected as Secretary.

7. Nominations from floor for Treasurer. McCain nominated Teri Jones as Treasurer, seconded by Heberer.
8. Election for Treasurer.

Motion by McCain seconded by Heberer for the election of Treasurer. Motion carried by roll call vote. Ayes: Downey, Heberer, Jones, Lamb, McCain, and Bauter. Nays: None. Absent: Morrison. Teri Jones was elected as Treasurer.

#### **CONSENT AGENDA**

1. Payment of Bills.

Motion by Lamb seconded by McCain to accept items on Consent Agenda. Motion carried by roll call vote. Ayes: Downey, Heberer, Jones, Lamb, McCain, and Bauter. Nays: None. Absent: 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. Director Evaluation Form. The Director Evaluation Form packet was discussed and reviewed. The trustees should return the director evaluation form packet in a sealed envelope by June 2, 2017, addressed to President Bauter. The envelope should be placed in Tammy Smith's mailbox.
2. Board of Trustees Policies. The Board member discussed and reviewed the Board of Trustees Policies.

Motion by McCain seconded by Lamb to accept the changes made in the policy book. Motion carried by roll call vote. Ayes: Downey, Heberer, Jones, Lamb, McCain, and Bauter. Nays: None. Absent: Morrison.

#### **NEW BUSINESS**

1. ORDINANCE NO. 2017-02 ORDINANCE AMENDING.

Motion by Jones seconded by Heberer to accept ORDINANCE NO. 2017-02 amending the budget portion only of Budget and Appropriation ORDINANCE of the FY 2016-2017. Motion carried by roll call vote. Ayes: Downey, Heberer, Jones, Lamb, McCain, and Bauter. Nays: None. Absent: Morrison.

2. Personnel – Motion by Lamb seconded by Jones to enter closed Meeting. Motion carried by roll call vote. Ayes: Downey, Heberer, Jones, Lamb, McCain, and Bauter. Nays: None. Absent: Morrison.

President Bauter read aloud the 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.

Motion by Lamb and seconded by Jones to go into closed session at 6:33 p.m.

Meeting reconvened into open meeting at 6:38 p.m.

3. Roof Proposal. Director Ashley reviewed the roof proposal with the board members.

Motion by Jones seconded by Heberer to accept the roof proposal from Studio GC. Motion carried by roll call vote. Ayes: Downey, Heberer, Jones, Lamb, McCain, and Bauter. Nays: None. Absent: Morrison.

4. Personnel Handbook. The Board of Trustees discussed placing new information regarding theft in the personnel handbook. Director Ashley will follow-up with the board members on this topic.

#### **FRIEND'S REPORT**

1. Treasurer Jones reported that the Friends of the Library purchased outdoor patio furniture for the library. They are now accepting a minimal donation of \$1.00 to receive a complementary choice of beverage.

**OTHER BUSINESS** None.

#### **ANNOUNCEMENTS**

1. Memorial Day, Library Closed - May 29, 2017.
2. Summer Reading Begins - June 1, 2017.
3. Regular Board Meeting – Monday, June 19, 2017 at 6:00 p.m.
4. The September Regular Board Meeting date may be changed to an alternate date to be determined.

Board President Bauter adjourned the regular monthly meeting of the Fossil Ridge Public Library District Board of Trustees.

Meeting was adjourned at 6:56 p.m.

Recording Secretary – Monica Zippel

X   
Danell Morrison  
Secretary

X 6/19/17  
Date of Approval