

Minutes from the Regular Meeting
Prairie Skies Public Library District
Ashland Location
June 8, 2021

The regular board meeting was called to order at 6:00 pm by Jan Davis.

Attendance:

Trustees Present: Jan Davis, Robert Butcher, Jennifer Petefish, Rachel Kocis

Trustees Absent: Meghan Miller, Diane Hatcher

Staff Present: Kathleen Roegge, Director; Kelly Greene, Board Clerk; Librarian, Molly Betters

Visitors: None

Regular Agenda Items: The agenda was approved on a motion as amended, tabling items 5.4 and 5.5 by Butcher, seconded by Petefish.

Approve Previous Minutes: Minutes from the regular meeting held May 11, 2021 were presented and approved as amended by Petefish and seconded by Butcher.

Financial Report:

Prepared and presented by Kelly Greene for May 2021.

Submit Bills:

Bills submitted for tonight were submitted totaling \$5,378.19. Motion to pay bills by Petefish with a second by Butcher.

Ayes: Davis, Butcher, Kocis, Petefish Nay: 0 Absent: Miller, Hatcher

Administrators Report: Roegge presented the report of Library Statistics for the prior month. Roegge provided her report of activities at the branches, upcoming events, and staff attendance at workshops in her absence.

- Kathy has continued work on the Disaster/Recovery Plan, Technology Plan, and the Capital Plan.
- The Statistics report has been reviewed and adjustment have been made to reflect statistics that are now gathered.
- Copier contracts are being reviewed to replace the Wade and Dowland maintenance agreement.
- An update was given on the Adult Reading Tournament and the Summer Reading Program as well as other programming and outreach activities.
- Staff watched and discussed a webinar regarding Sexual Harrassment training suggested by the State of Illinois.

Committee Reports:

The Bylaws/Policies committee met to discuss staff development and vacation policy changes. Discussions were held regarding employee terminations and accrued vacation time. On a motion by Petefish, seconded by Butcher, the policy will be updated effective July 1, 2021 to add language regarding situations that require employee payback if the employee is terminated or resigned with no accrued vacation time. A discussion was held regarding staff reimbursement for educational opportunities as well as related travel and

mileage reimbursement. On a motion by Kocis, seconded by Petefish, language will be added to the Travel/Mileage Policy to address these situations.

Friends of the Library

A book sale is scheduled for June 18 by the Friends.

Old Business

- No progress has been made on the Vacant Trustee position.
- The Working Budget for Fiscal Year 2021/22 was presented and approved. The Tentative Budget Ordinance for Fiscal Year 2022 will be presented for approval at the July meeting.
- A discussion was held regarding an online subscription to the New York Times, with an annual cost of approximately \$2,000. The purchase of the subscription, which will be completed prior to year end was approved on a motion by Petefish, seconded by Butcher.

Ayes: Davis, Butcher, Kocis, Petefish Nay: 0 Absent: Miller, Hatcher

New Business

- The Non-Resident Card fee was discussed and was calculated at a per-card fee of \$110. On a motion by Kocis, seconded by Petefish, it was determined to continue the non-resident card program and to charge the fee as calculated. Additional discussion was held regarding the Card for Kids legislation and the Cards for Vets. Information on both programs is still vague on requirements and ways to validate eligibility.
- A listing of Board Dates for 2021/22 was presented to Trustees for review.
- Information on Copier Maintenance proposals from three area companies was distributed to trustees for review and discussion at the July meeting.

Executive Session

On a motion by Butcher, seconded by Petefish, the Trustees voted to enter closed session at 7:40pm to discuss applications received for the Director position. Four applications were received and interviews will be held in the next couple of weeks. Kathy reported that she will stay through the end of July to assist in the transition. On a motion by Butcher, seconded by Petefish, the Trustees voted to return to regular session at 7:58pm.

Committees to Meet:

None

The next meeting will be held July 13 at 6:00pm, in Pleasant Plains.

Respectfully submitted,

Kelly S. Greene
Board Clerk