

Minutes from the Regular Meeting
Prairie Skies Public Library District
Pleasant Plains Location
August 9, 2022

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

Attendance:

Trustees Present: Jan Davis, Diane Hatcher, Robert Butcher, Jonathan Klepzig, Jennifer Petefish, Rachel Kocis

Trustees Absent: None

Staff Present: Cindy Boehlke, Director; Kelly Greene, Board Clerk; Aaron Houser, Librarian

Visitors: Kevin Kesselring

Regular Agenda Items: The agenda was approved on a motion as amended by Petefish, seconded by Butcher.

Approve Previous Minutes: Minutes from the regular meeting held July 12, 2022 were presented and approved as amended by Butcher and seconded by Klepzig.

Financial Report:

Prepared and presented by Kelly Greene for July 2022. No official response has been received from the Internal Revenue Service related to the pending fine related to the June 30, 2021 year end filing.

Submit Bills:

Bills submitted for tonight were submitted totaling \$8,114.07. Motion to pay bills by Kocis with a second by Butcher.

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

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

- Cindy has been researching the costs of ordinance/legal notice posting and will check costs prior to future postings.
- At a recent staff meeting, a representative from the Fire Department discussed disaster readiness and how to properly use a fire extinguisher.
- A final report on the Summer Reading Program was given, which stated that 186 kids registered and they turned in over 73,000 minutes of reading time this summer.
- Trustee's reviewed Chapter #6 of the Standards for Illinois Public Libraries, in accordance with the requirements for the Per Capita Grant from the State of Illinois.

Committee Reports:

The By-Laws and Policy Committee met August 9, 2022 prior to the monthly Board meeting. Policies reviewed by the committee and presented to the Board for approval included an ALA Code of Ethics, Social Media Policy, Equality Diversity, and Inclusion Statement, FOIA Form and Information, and a Citizen Be Heard Policy. On a motion by Hatcher, and seconded by Butcher, the policies were approved as presented.

Friends of the Library

The group voted Jon Klepzig as this year's "Friend of the Library". A presentation will be held at a later date.

Old Business

- We discussed the Trustee Vacancy and that a letter was received from the State Library indicating the need to fill the vacancy or the State will assign someone to the Board as a Trustee. Kevin Kesselring has expressed an interest in joining the Board as a Trustee, to fill the remainder of Meagan Miller's term. On a motion by Klepzig, seconded by Petefish, it was approved to appoint Kevin Kesselring to the Board of Trustees for Prairie Skies Public Library. Mr. Kesselring was sworn in by President Davis and Mr. Kesselring read the Oath of Office of a Library Trustee.
- A final report was submitted to the Tracy Foundation for the Jumpstart Fundraising Grant.
- A painting bid for the Ashland location related to the kitchen and children's area was received from the contractor Don White in the amount of \$550, lower than the original bid and will be more efficient with the scheduling of the project.

New Business

None

Executive Session

None

Committees to Meet:

None

The next meeting will be held September 13, 2022 at 6:05pm, in Pleasant Plains, following the Public Hearing on the Annual Appropriation and Budget Ordinance.

The meeting was adjourned at 7:00pm.

Respectfully submitted,
Kelly S. Greene, Board Clerk