

Minutes from the Regular Meeting  
Prairie Skies Public Library District  
Ashland Location  
February 8, 2022

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

Attendance:

Trustees Present: Jan Davis, Robert Butcher, Rachel Kocis (zoom), Diane Hatcher, Jonathan Klepzig, Meghan Miller, Jennifer Petefish

Trustees Absent: None

Staff Present: Cindy Boehlke, Director; Kelly Greene, Board Clerk; Samantha Thompson, Librarian

Visitors: Green Edison Representative: Steve Eisenhauer

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

Green Edison Presentation: Green Edison partners with Ameren Illinois to perform energy assessments with small businesses and to re-light buildings with LED lighting fixtures and/or bulbs to lower energy costs. The assessment was completed at each location with the following results: Ashland Location – total cost \$6851.15 less Ameren rebate of \$4351.15, net cost \$2500.00. Pleasant Plains Location – total cost \$11,713.70 less Ameren rebate of \$7813.70, net cost \$3900.00. Additional costs will include some tile replacement and tile grid repairs. The total estimated cost for the project would be approximately \$7500. The repayment term would be approximately two years with the lower energy costs. The project was approved on a motion by Petefish with a second by Miller.

Approve Previous Minutes: Minutes from the regular meeting held January 11, 2022 were presented and approved as amended by Miller and seconded by Butcher.

Financial Report:

Prepared and presented by Kelly Greene for January 2022. W2s have been electronically filed and 1099s were mailed to vendors prior to the end of January. Kelly is continuing the investigation of accounting software and payroll vendors to upgrade our current process.

Submit Bills:

Bills submitted for tonight were submitted totaling \$12,323.08. Motion to pay bills by Miller with a second by Petefish.

Ayes: Davis, Butcher, Kocis, Hatcher, Klepzig, Petefish, Miller 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.

- Graphics for the book drops are to be installed by Ace Sign Company on February 17, weather permitting.
- Signage for the StoryWalk has been ordered and will be delivered in April. Supplies and books to create the stories have also been ordered.
- Cindy has started work on the fundraising program with Network for Good, that was funded through the Tracy Foundation. We discussed possible projects that could be supported by the fundraising

project, including a locker program and book-mobile, which at this time may be too large of a project to support. Cindy will do some investigation on the creation of different bags to be checked out that support individuals with dementia or disabilities. She will report back at a later meeting.

- An update on programming was given: Table-Top Gaming, STEM, Story Time, Library Bingo programs are going well. In February, a Dinosaur Tea Party, a bird watching program, and Valentine Adult Craft have been planned. Summer Reading program planning is underway for the summer.
- Staff is working on a re-labeling project and are working on updating a procedure manual for the staff. Monthly “training-tips” are shared at the monthly staff meetings. A staff “book recommendation” list or table is going to be developed.

#### Committee Reports:

The ByLaws/Policies committee met and reviewed the following policies: Dress Code Policy, Notary Policy and the Whistleblower Policy. No major changes were made to any of the policies as presented. No changes were made to the COVID policy. A discussion was held regarding purchasing logo shirts for employees to wear on certain days or events at the Library. Following discussion, the Dress Code Policy, Notary Policy, and the Whistleblower Policy were approved on a motion by Miller and a second by Klepzig.

#### Friends of the Library

No report.

#### Old Business

None

#### New Business

- The Statement of Economic Interest Forms should be mailed out to Trustees soon for completion and return to Cass County.

#### Executive Session

None

#### Committee Meetings to Meet

Personnel – March 2<sup>nd</sup>, 5:00pm

Technology – March 8<sup>th</sup>, 5:30pm

On a motion by Petefish and a second by Butcher, the meeting was adjourned.

The next meeting will be held March 8, 2022 at 6:00pm, in Pleasant Plains.

Respectfully submitted,

Kelly S. Greene  
Board Clerk