

Minutes of the Prairie Skies Public Library District Board of Trustees Meeting

Date: February 14, 2023

Location: Ashland, IL

The Building and Grounds Committee meeting was scheduled for 5PM.

Attendance:

Trustees Present: Jon Klepzig, Diane Hatcher, Bob Butcher, Jan Davis, and Kevin Kesselring.

Trustees Absent: Jennifer Petefish

Staff Present: Cindy Boehlke, Director

Jon Klepzig, Chairman, called the meeting to order at 5:04PM. Items discussed included maintenance and storage issues for both locations.

Klepzig will look into getting a power washer for the stain on the front of the Ashland location and clean the outside windows. He will also look into a better storage option for the cleaning supplies in Plains. Boehlke will look into developing plans for an outdoor programming space and seeing if the owner of shed at the former Cass County Veterinarian office might be willing to donate or sell it.

Discussion of getting an outdoor electronic sign in both locations were minimal as there were no plans available to view at the time.

The meeting was adjourned at 5:30PM.

The Technology Committee's meeting was scheduled for 5:30PM.

Attendance:

Trustees Present: Diane Hatcher, Bob Butcher, Rachel Kocis, Jan Davis.

Trustees Absent: none

Staff Present: Cindy Boehlke, Director

The meeting was called to order by Chairman Hatcher at 5:35PM. Items discussed was the current budget and the needs of the library to continue to obtain new computers to replace older ones.

Boehlke will look into the possibility of getting interns to help with digitization of the historic collections in Ashland. We will continue to look for replacement microfilm machines as well.

The meeting was adjourned at 5:45PM.

The regular Board Meeting was called to order by President Davis at 6:00PM.

Attendance:

Trustees Present: Jan Davis, Bob Butcher, Diane Hatcher, Rachel Kocis, Jon Klepzig, Kevin Kesselring.

Trustees Absent: Jennifer Petefish.

Staff Present: Cindy Boehlke, Director; Samantha Thompson, Library Assistant

Regular Agenda Items: A motion to approve the agenda was made by Butcher and seconded by Klepzig. All approved the adoption. No guests were in attendance.

Approve Previous Minutes: The Secretary's minutes from the January meeting were reviewed and approved. The first motion was made by Butcher, seconded by Kesselring. All approved.

Financial Report and Submit Bills: The Financial report and Disbursement of Bills was reviewed and approved. Kelly Greene prepared the financial report and Boehlke presented the report. The bills submitted totaled \$7,794.29. The first motion was made by Kesselring and seconded by Butcher.

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

Administrative Report: Boehlke presented the report of Library Statistics for the prior month. Boehlke provided a report of activities at the branches and upcoming events.

- Attended a webinar on creative writing that she is planning to create future programming.
- Provided update on video production that will be coming in April.
- Looked in the most popular and least popular items checked out in the last 5 years. She will use this information to help determine more effective ways to use funds for materials.
- Staff members Deb Gruen and Samantha Thompson will present a program at the Illinois Youth Services Institute in March.

Committee Reports:

Klepzig gave a report from the Building and Grounds Committee noting cleaning/maintenance work on the Ashland location, organization solutions for the cleaning supplies in Plains, review of the interior handicapped door and the purchase of additional shelving in Plains. Boehlke will look into developing plans for an outdoor space in Ashland, look into a donation of a shed at the former Cass County Veterinary office and an electric car charging station in Plains.

Hatcher gave a report from the Technology Committee. The budget was reviewed with notes to replace one computer a year. Boehlke will look into obtaining volunteers to help with digitization of the historic resources we have.

The By-Law Committee was scheduled to take place on March 14th at 5:30PM in Plains and the Personnel Committee was scheduled to take place at 5:45PM on March 14th as well.

Friends of the Library:

No report was given.

Old Business:

The FEC funding for four new hot spots from US Cellular was approved and the hot spots should arrive soon.

New Business:

Boehlke has been working with Ace Sign Co on a bid for electronic signs in both locations. No drawings were available to discuss.

Handicapped door in Plains was approved for a total \$3,865. The motion was made by Klepzig and seconded by Butcher.

Aye: Davis, Butcher, Kocis, Kesselring, Klepzig, Hatcher. Nay:0 Absent: Petefish

The purchase of additional shelving in Plains for the YA area where the quilt was formerly located. The motion was made by Kesselring, seconded by Butcher for a total of \$1317.00.

Aye: Davis, Butcher, Kocis, Kesselring, Klepzig, Hatcher. Nay: 0 Absent: Petefish

The meeting was adjourned at 6:30PM by Davis. Motion was made by Butcher and seconded by Kesselring.

The next meeting will be on March 14th at 6PM, in Pleasant Plains.

Respectfully submitted,

Cindy Boehlke, Director