

Minutes from the Regular Meeting
Prairie Skies Public Library District
Pleasant Plains Location
March 14, 2023

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

Attendance:

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

Trustees Absent: Kevin Kesselring

Staff Present: Cindy Boehlke, Director; Kelly Greene, Board Clerk; Wade Todd, Librarian

Visitors: None

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

Approve Previous Minutes: Minutes from the regular meeting held February 14, 2023 were presented and approved as amended by Petefish and seconded by Butcher.

Financial Report:

Prepared and presented by Kelly Greene for February 2023.

Submit Bills:

Bills submitted for tonight were submitted totaling \$7,654.56. Motion to pay bills by Hatcher with a second by Petefish.

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

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.

- We are the first in the RAILS system to have Tonies kits for use by patrons.
- Planning continues on the summer reading program.
- Programming is going well for several programs including Senior Time Out, Technology Club, Story Time, and Music/Movement. There are plans being made for Spring Break programming for both locations including a teen lock-in, STEM club and Story Time.
- We will be making a presentation at the Illinois Youth Services conference on March 16.
- Outreach is being held at two local daycares.
- Savage Doorways has been contacted for the Handicap Accessible door in Pleasant Plains and shelving for the youth area in Pleasant Plains has also been ordered.

Committee Reports:

The Personnel Committee and the By-Laws and Policy Committee met today prior to the Board meeting.

The Personnel Committee met and discussed proposed pay increases for staff starting 01/01/2024 in relation to the upcoming Finance Committee meeting. No official action or recommendations were made from this

discussion. A discussion was also held regarding the newly implemented State of Illinois Paid Leave for All Workers Act.

The By-Laws and Policy Committee met and reviewed a listing of required by-laws and policies as compared to what we currently have in place. A Decennial Committee is required to be created in order to complete a government efficiency evaluation. A committee is to be created based on a motion by Petefish, seconded by Butcher. The committee will consist of trustees and two staff members and a meeting will be held on April 11. A modification to the Regular Meetings policy to add a 24-hour notice requirement for rescheduled meetings was made by Hatcher, seconded by Butcher. A Remote Attendance policy section was added on a motion by Kocis, seconded by Butcher.

Friends of the Library

No report.

Old Business

- Based on an inquiry, the Cass County Veterinarian shed is not available for donation as it is still in use.
- It was determined that 4 hot spots from US Cellular and 2 hot spots from TMobile will be obtained for check-out by patrons. Most of the costs associated with the usage is to be covered through a grant program.
- Cindy provided information that was received regarding electronic charging stations for electronic vehicles at both locations. More information will be gathered.

New Business

- A bid and drawings were reviewed from Ace Signs for an electronic sign to be placed at the Pleasant Plains location on the existing sign base. Total cost of the project is estimated at \$15,952.19, which includes installation. Funds to cover this project will be from a recent donation made by Evelyn Brandt. The bid/project was approved on a motion by Petefish, seconded by Kocis.

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

Executive Session

None

Committees to Meet:

Decennial Committee – April 11, 2023 5:00pm at the Ashland Location

Finance Committee – April 11, 2023 5:45pm at the Ashland Location

The next meeting will be held April 11, 2023 at 6:00pm, in Ashland.

The meeting was adjourned at 6:51pm.

Respectfully submitted,
Kelly S. Greene, Board Clerk