

Minutes from the Regular Meeting
Prairie Skies Public Library District
Pleasant Plains Location
November 8, 2022

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

Trustees Absent: Robert Butcher, Jonathan Klepzig

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 Petefish, seconded by Hatcher.

Approve Previous Minutes: Minutes from the regular meeting held October 11, 2022 were presented and approved as amended by Kocis and seconded by Kesselring.

Financial Report:

Prepared and presented by Kelly Greene for October 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. The IRS 990 Report for June 30, 2022 was reviewed and approved on a motion by Petefish, seconded by Kesselring. The report will be electronically filed prior to the November 15, 2022 due date. A discussion was held regarding investing some excess funds with either West Central Bank or Illinois National Bank since Certificate of Deposit rates have increased. A discussion was held regarding the upcoming tax levy to be approved at the December meeting.

Submit Bills:

Bills submitted for tonight were submitted totaling \$11,483.05. Motion to pay bills by Hatcher with a second by Kocis.

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

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 participated in webinars concerning Disability Accessibility, and Grant Seeking and also attended a Video Storytelling workshop in Quincy. A Long Distance Librarians meeting was held in Pleasant Plains.
- The Per Capita report and request for 2023 was submitted.
- The energy efficiency lighting project was completed in the Pleasant Plains location.
- Family Reading Night/Week will be held November 14-19, 2022 and the Friend will hold a book sale in Pleasant Plains November 14-19, 2022.
- Following discussion, a motion was made by Kesselring, seconded by Petefish to approve a \$10/week increase for Patty Smith effective January 1, 2023.
- We will need to begin the search for a new snow removal service for the two locations.

Committee Reports:

None

Friends of the Library

A book sale will be held in Pleasant Plains November 14-19, 2022.

Old Business

- A discussion was held regarding the fire alarm system in Pleasant Plains.

New Business

- A calendar of dates for the 2022-2023 Board Meetings was presented.
- The staff will have a Christmas Party at the Library at a date of their choosing. A motion was made by Hatcher, seconded by Petefish to allow them to spend up to \$400 for the party.

Executive Session

A motion was made by Hatcher, seconded by Petefish at 7:08pm to enter executive session for the purpose of discussing staff salaries as of January 1, 2023. On a motion by Kesselring, seconded by Hatcher, the Board moved back to open session at 7:41pm.

On a motion by Hatcher, seconded by Petefish, the pay rates for each current employee were approved as presented effective January 1, 2023.

Committees to Meet:

None

The next meeting will be held December 13, 2022 at 6:00pm, in Ashland. The Board will have snacks for their Christmas celebration at the meeting.

The meeting was adjourned at 7:45pm.

Respectfully submitted,
Kelly S. Greene, Board Clerk