

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

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

Attendance:

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

Trustees Absent: None

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 Kocis.

Approve Previous Minutes: Minutes from the regular meeting held October 10, 2023 were presented and approved by Klepzig and seconded by Petefish.

Financial Report:

Prepared and presented by Kelly Greene for October 2023. The Form 990 for the period ending June 30, 2023 was filed with the Internal Revenue Service by the reporting deadline of November 15, 2023. A discussion was held regarding the upcoming Tax Levy. On a motion by Kocis, seconded by Hatcher it was approved to increase the overall levy by a percentage of 4.90%. The official ordinance will be approved at the December meeting. Motion carried.

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

Submit Bills:

Bills submitted for tonight were submitted totaling \$12,109.19. Motion to pay bills by Petefish with a second by Butcher.

Ayes: Davis, Petefish, Kesselring, Klepzig, Butcher, Kocis, Hatcher 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 applied for a Family Dinner Project grant that will allow for cooking classes for kids and adults. A final report has been submitted to the Tracey Foundation for the Video Storytelling grant.
- Per Capita Grant has been requested, and forms will be submitted once they are available.
- An update was given on recent programming including a mini putt-putt course for Golf Day, a solar eclipse program, a class on Artificial Intelligence and a Day of the Dead Cookie day . Staff also participated in a Halloween Day in Ashland.

Committee Reports:

The By-Law and Policy Committee submitted a Paid Time Off Policy for employees in response to a new State of Illinois law to become effective January 1, 2024. A motion was made by Petefish, seconded by Kesselring to approve the policy as submitted. Motion carried.

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

Friends of the Library

Plans are for a Little Free Library to be placed in the Park in Pleasant Plains.

New Business

- A discussion was held regarding the Staff Christmas Party. On a motion by Klepzig, seconded by Kesselring it was approved to allow the staff to spend up to \$400 on their party. Motion carried.

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

- It was discussed to replace the window blinds in the meeting room at the Ashland Location. On a motion by Klepzig, seconded by Petefish it was approved to spend up to \$300 to replace the blinds.

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

- It was reported that the Library closing dates for the upcoming holidays will be Monday, December 25 and also on Monday, January 1.

Old Business

None

Executive Session

On a motion by Hatcher, seconded by Butcher it was motioned to enter Executive Session at 6:45pm to discuss personnel issues. On a motion by Kocis, seconded by Petefish to return to Open Session at 6:50pm.

On a motion by Kesselring, seconded by Butcher it was approved to increase staff salaries effective January 1, 2024 in conjunction with the increase in the minimum wage. A schedule of employee increases were presented and approved as proposed. Motion carried.

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

Committees to Meet:

None

The next meeting will be held December 12, 2023 at 6:00pm, in Ashland.

The meeting was adjourned at 6:55pm on a motion by Petefish, seconded by Hatcher.

Respectfully submitted,
Kelly S. Greene, Board Clerk