

PRAIRIE SKIES PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING
Ashland Location
June 14, 2022

The regular board meeting was called to order at 6:00pm by Robert Butcher.

Attendance:

Trustees Present: Robert Butcher, Diane Hatcher, Jennifer Petefish, Jon Klepzig, and Rachel Kocis.

Trustees Absent: Jan Davis

Staff Present: Cindy Boehlke, Director; Kelly Greene, Board Clerk (Zoom); _____

Visitors: None

Regular Agenda Items:

The agenda was approved on a motion by Petefish, seconded by Hatcher.

Approve Previous Minutes:

Minutes from the regular meeting held May 10, 2022 were presented and approved as presented on a motion by Petefish, seconded by Hatcher.

Financial Reports:

Prepared and presented by Kelly Greene for June 2022. Kelly reported on a notice received assessing a fee from the Internal Revenue Service regarding the filing of the IRS Form 990 for June 30, 2021. The form was re-filed in electronic format following a previous notice received. A response letter will be generated with proof of timely filing and a request for waiver of the fee.

Submit Bills:

Bills submitted for tonight totalled \$10,142.21. Motion to pay the bills as presented on a motion by Klepzig, seconded by Hatcher.

Ayes: Butcher, Hatcher, Petefish, Klepzig, Kocis. Absent: Davis Nays: 0

Administrators Report:

Boehlke presented the report of Library Statistics for the prior month. Boehlke provided her report of activities at both locations, upcoming events, and staff activities.

- The Liz Walbaum Story Walk Grand Opening was held at the park in Ashland and was well attended. Representation from the Village of Ashland, the Board of Trustees, and the Friends of the Library were in attendance.

- The Summer Reading Program began on June 6 and strong attendance has been experienced for all events and Family Camps. Currently 148 children are enrolled in the program between the two locations.
- Cindy attended a Cass County InterAgency meeting, a Long Distance Librarian meeting in Quincy, and Directors University this month.
- Cindy attended a TIF District meeting in Ashland to give more information regarding the request made by the Library for funds to be used for improvements to the Ashland Location. The District approved \$10,000 to be used toward exterior masonry repair, tuck pointing, repairs to the rear stoop and safety railing, cracks in the north wall, sidewalk repair, painting of the childrens area, installation of Energy Efficient Lighting, and ceiling tile replacement. The requirement was for the work to be completed within 60 days, and Cindy will discuss this requirement with the Committee to see if it is able to be extended due to supply issues and contractor commitments. The specific repairs/improvements to the kitchen are estimated at \$10,236 and these funds were approved on a motion by Klepzig, with a second by Hatcher.
Ayes: Butcher, Hatcher, Petefish, Klepzig, Kocis. Absent: Davis Nays: 0

Committee Reports:

None

Friends of the Library

A free library is being built for use in the community. Cindy paid \$200 in supplies for the project. On a motion by Kocis, seconded by Klepzig it was approved to reimburse Cindy for the costs. Ayes: Butcher, Hatcher, Petefish, Klepzig, Kocis. Absent: Davis Nays: 0

Old Business:

The bids for the staff shirts were discussed. On a motion by Kocis, seconded by Petefish, it was approved to purchase the shirts from Outbreak Designs in an approximate amount of \$227.

New Business:

A search is in process for a new Library Trustee. Kathy Frye has expressed interest in the position and will attend the next meeting.

The FY2023 working budget was discussed and was approved as previously presented on a motion by Kocis, seconded by Klepzig.

Ayes: Butcher, Hatcher, Petefish, Klepzig, Kocis. Absent: Davis Nays: 0

A discussion was held regarding closed session minutes. A motion was made by Kocis, seconded by Klepzig to keep the closed session minutes closed. Cindy will research the rules regarding destruction of meeting recordings.

The calculation of the Non-Resident Fee for FY2023 was reviewed and the calculation calls for a \$101 fee. The current fee charged is \$120. On a motion by Hatcher, seconded by Petefish, the fee will remain at \$101.00. (Amended from \$121 to \$101 7-12-22).

Ayes: Butcher, Hatcher, Petefish, Klepzig, Kocis. Absent: Davis. Nays: 0

Cindy reported that the ADML fees would remain the same for FY 2023.

Cindy reported that all library staff and trustees will be given a new email address to use for library business. Cindy will notify when the email addresses are available and ready for use.

Executive Session:

None

The next meeting will be held on July 12, 2022 at the Pleasant Plains location starting at 6:00pm.

The meeting was adjourned at 7:14 pm on a motion by Klepzig, seconded by Petefish.

Respectfully submitted,

Kelly Greene
Board Clerk