

Minutes from the Regular Meeting
Prairie Skies Public Library District
Pleasant Plains Location
January 11, 2022

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

Attendance:

Trustees Present: Jan Davis, Robert Butcher, Rachel Kocis (zoom), Diane Hatcher, Jonathan Klepzig, Meghan Miller (zoom), Jennifer Petefish

Trustees Absent: None

Staff Present: Cindy Boehlke, Director; Kelly Greene, Board Clerk; Jennifer Nass, Librarian

Visitors: None

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

Approve Previous Minutes: Minutes from the regular meeting held December 14, 2021 were presented and approved as amended by Petefish and seconded by Butcher.

Financial Report:

Prepared and presented by Kelly Greene for December 2021. W2s have been prepared and mailed to all employees. 1099s will be mailed by the end of the month once the paper forms are received from the IRS.

Submit Bills:

Bills submitted for tonight were submitted totaling \$7,609.18. Motion to pay bills by Butcher with a second by Petefish.

Ayes: Davis, Butcher, Kocis, Hatcher, Klepzig, Petefish, Miller 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 will start the Jumpstart training program received through a Grant from the Tracy Foundation later in January.
- Planning has started for the Summer Reading Program activities. Virtual Story-Time may start again using high school students to provide the programs. Interest in tabletop gaming has picked up so the meeting night has been changed to hopefully allow more to attend. STEM sessions are being held in each location.
- A historical display about the Hexter family and store in Ashland has been created. Historic pictures of the Cheetham Library and the Bank Building have been framed and placed in the Ashland location.
- Out of state ILL requests will be resumed. Notices are being sent to patrons regarding overdue books and the response so far has been good.

Committee Reports:

No reports. Upcoming meetings were scheduled in order to review for any budget requests to review prior to the Budget/Finance meeting to be held in April.

Personnel Meeting – 5:00pm, March 2nd
Technology Meeting – 5:30pm, March 8th
Building/Maintenance – 5:30pm, February 8th
ByLaws/Policies – 5:00pm, January 22

Friends of the Library

No report.

Old Business

A draft of the year-end Holiday Schedule for 2022-2026 was presented for review and consideration. Generally it was decided to close the Library at noon on Christmas Eve and New Years Eve. The schedule was set as presented with the noon closings on a motion by Petefish and a second by Klepzig.

An update is need for the library accounting software and related payroll software. Through TechSoup a desktop version of QuickBooks Premier can be purchased for \$78. Payroll software was reviewed from ADP and also Intuit, which will integrate with Quickbooks. Annual costs of the payroll software, including monthly costs and per payroll costs will approximate \$600 per year. The purchase of the accounting and payroll software on a motion by Hatcher with a second by Klepzig.

New Business

A quote was reviewed from Ace Sign to replace the graphics on the Farmingdale and Gardner Township bookdrops in the amount of \$740.82. The graphics will better identify the bookdrops as property of the Library District. The purchase was approved on a motion by Miller, seconded by Klepzig.

Executive Session

On a motion by Butcher, seconded by Hatcher, the Board entered Executive Session at 6:55pm for the purpose of discussing personnel matters. Kelly Greene was excused from the meeting.

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

On a motion by Butcher, seconded by Hatcher, the Board returned to Open Session at 7:10pm and Kelly Greene returned to the meeting.

On a motion by Butcher, seconded by Hatcher, it was approved to increase the Board Clerk pay to Kelly Greene to \$700 retroactive to January 1, 2022 and to pay a one-time bonus of \$700. The pay rate will be revisited on an annual basis. Kelly Greene thanked the Board for their ongoing support.

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

The next meeting will be held February 8 at 6:00pm, in Ashland.

Respectfully submitted,

Kelly S. Greene
Board Clerk