Oglesby Public Library Board Meeting

December 20, 2021

President Rich Vollmer called the meeting of the Oglesby Public Library District to order at 6:30pm.

**Roll Call:**

Present: Rich Vollmer, Barb Ficek, Becky Clinard, Laurie Guadarrama, Mary Hansen, Director Jill Shevokas and Assistant Director Vanessa Zimmerlein.

Absent: Rick Rigazio

Guests: none

No public comments

Due to lack of quorum, the board did not have a meeting on November 22, 2021.

**Secretary’s Minutes:**

Approval of October 25, 2021, meeting Trustee Clinard made the motion to accept with a correction.

Approval of October 25, 2021, closed session Trustee Ficek made the motion to accept with a correction.

**Monthly Bills:**

October Bills:

Bills $ 3,694.29

Payroll 11,761.01

$15,455.30

November Bills:

Bills $ 2,906.08

Payroll 7,303.87

$10,209.95

Trustee Clinard made the motion to pay and was seconded by Trustee Hansen both months of bills. Role was taken and all voted Aye.

**President’s Report:**

See attached.

There was discussion on the Director’s dog being in the library. The current policy states there are to be no dogs in the library unless there is a program.

The motion to approve and place on made by Trustee Ficek.

**Treasurer’s Report:**

Trustee Clinard stated that the October report shows the accurate fund balances and that going forward the balances will be correct.

The November report was passed out and the library is where showing the board that things are so far running where they should be with income and expenses. The motion to approve and place on file both reports made by Trustee Ficek.

**Librarian’s Report:**

See attached. The motion to approve and place on file made by Trustee Guadarrama.

**Committee Reports:**

**Building and Grounds** – did not meet

**Policy –** discussed the Technology Policy, the Electronic Attendance Policy and the Freedom of Information Act Policy.

**Finance** –did not meet

**Fundraising –** did not meet

**Personnel –** did not meet

**Correspondence:**

Lion Claw Technologies sent out a notice that their prices will increase as of the first of the year.

**Old Business:**

None

**New Business:**

**Levy:**

Trustee Clinard went over the Levy worksheet. The proposal is to Levy $123,336.03. The tax rate will not be going up. The motion to approve Ordinance No. 11222021 was made by Trustee Hansen and seconded by Trustee Ficek. Role was taken and all Ayes.

**Proposed Policy Updates:**

Technology plan – Suggestion was made to drop the mention of Lion Claw and Comcast from the plan as these may change as time passes. The next item that was discussed was the recommendation under action to have staff computers replaced as needed and to review every 2 years. The motion to approve with corrections was made by Trustee Clinard and seconded by Trustee Hansen. Roll was taken and all Ayes.

Electronic Attendance Policy – the motion to approve the plan as presented by made by Trustee Clinard and seconded by Trustee Guadarrama. Roll was taken and all Ayes.

Freedom of Information Act Policy – the motion to approve the plan as presented by made by Trustee Guadarrama and seconded by Trustee Clinard. Roll was taken and all Ayes.

**Hours of Operation:**

Director Shevokas proposed to extend the Tuesday and Wednesday closing times to 6pm. As the schedule for January has already been posted so she would have to ask the staff to see if the changes could be made in January. This will put Director Shevokas at the desk a couple hours a week which was something that the board had not wanted previously. The board felt that this would be something to try as comments from patrons made mention that they would appreciate having more time in the evenings to come to the library. The changes will happen by February at the latest. The suggestion was made to also be open til 7pm a few times a week.

**Gutter and Masonry Bids:**

The bids from Nite Inc. and Ottawa Masonry Incorporated were in the packet. Director Shevokas reported that the City of Oglesby will be giving the library $9,050 for the gutter and masonry repairs. Motion to approve the bids from Nite Inc. and Ottawa Masonry Incorporated for the necessary repairs and not to exceed $13,000 by made by Trustee Clinard and seconded by Trustee Guadarrama. Roll was taken and all Ayes.

**Landscaping Bids:**

The motion to reject the bids from Danchris Nursery and Ekana Nursery was made by Trustee Clinard and seconded by Trustee Hansen. Roll was taken and all Ayes.

**Annual Report:**

The board was given the opportunity to go over and ask any questions about the Annual Report. The motion to approve the Annual Report was made by Trustee Ficek and seconded by Trustee Hansen. Role was taken and all Ayes.

**Meeting Dates 2022:**

The meeting dates were approved at the October 25, 2021, meeting but there needs to be a correction to the November 21, 2022, meeting. Trustee Clinard made the motion to the new meeting schedule and Trustee Hansen seconded. Roll was taken and all Ayes.

**Discuss Accounting Services:**

This topic was tabled until Finance committee can meet. The motion to refer discussion of this issue to the Finance Committee was made by Trustee Clinard and seconded by Trustee Ficek. Role was taken and all Ayes.

**Executive Session:**

Was not needed

**Public Comment:**

none

**Next meeting will be January 24, 2022, at 6:30 pm**

The motion to adjourn the meeting at 7:39 pm was made by Trustee Hansen.

Respectfully submitted,

Laurie E Guadarrama