Ella Johnson Memorial Public Library District
Minutes of the August 22, 2016, Regular Meeting of the Board of Trustees

The regular meeting of the board of trustees of the Ella Johnson Memorial Library District was called to order by Board President, Barbara Brust on August 22, 2016, at 7:35 p.m. In attendance were trustees Judith Pokorny, Ryan Schaefer, and Linda Wallace. Trustees Pat Dumoulin and Kate Tamms were absent. Also present were Emily Klonicki, Library Director; Dawn Zauner, Youth Services Manager; Sarah Keister-Armstrong of Turks Cap Consulting; and Linda Drendel, applicant for interim position of trustee.

Changes/Correction to Agenda: Item A under New Business, Strategic Planning Proposal was moved from later in the agenda to follow public comments to accommodate a presentation by Sarah Keister-Armstrong.

Questions/Comments – Public/Media: None

Strategic Planning Proposal: Ms. Keister Armstrong explained that her company, Turks Cap Consulting, specializes in community needs assessment and strategic planning, program evaluation, grant writing and communication for libraries and non-profit organizations. She assured the Board that her company understood the challenges facing today’s libraries and took pride in customizing services and solutions. She provided a list of recent library clients and proposed that the Ella Johnson Memorial Library District hire her company to create a Strategic Planning Guide. Discussion followed.

Motion Schaefer, second Wallace to accept Sarah Keister-Armstrong’s proposal. Brust - Y; Wallace - Y; Schaefer - Y; Pokorny - Y; Dumoulin - absent; Tamms - absent.

Approval of Minutes: Motion Wallace, second, Schaefer to approve the minutes of the July 25, 2016 regular meeting of the Board of Trustees. Voice vote; ayes carry the motion.

Treasurer’s Report: Motion Wallace, second, Brust to approve August bills in the amount of $31,031.41. Schaefer - Y; Wallace - Y; Dumoulin - absent; Tamms - absent; Brust - Y; Pokorny - Y.

Director’s Report: Director Klonicki reported on a variety of her library-related activities for the month of August; these included the “finishers’ party” for the summer reading program, the launching of a new phone service and the kick off for the concert series. She prepared documents for the upcoming annual audit, finalized the E-Rate application process, met with a consultant about Board Strategic Planning and submitted the IPLAR. She also updated the Board on several issues related to maintaining our current library facilities including the broken front door, handicap accessibility, and the fire alarm and security systems. Further, she announced that the Doris Klock Memorial Donation Tree would be arriving soon and that the Gabrielle Horvath Memorial should be installed in late August or early September.

Youth Services Manager’s Report: Dawn Zauner provided additional details about the Summer Reading Program Finishers’ Party. The interactive space exploration program presented by Discovery Center Museums well received as were the ice cream treats sponsored by Illinois State representatives Bob Pritchard, and Steve Andersson. She previewed new early childhood offerings for fall including a parent/care giver workshop focused on early literacy and new STEAM programming. She also spent time evaluating children’s data bases, planning revisions to the children’s portion of the EJMLD web-site and attending a meeting with D-300 on the topic
President’s Report: President Brust reminded the trustees that Village President Jeff Magnussen would be proclaiming the month of September 2016 as Ella Johnson Memorial Public Library Month in recognition of 80 years of library service in Hampshire. She invited trustees to attend the Village Board Meeting on September 1 to hear the proclamation and to be photographed for the local paper.

Unfinished Business:

A. Policy Review

Subsection 2: Diversity Statement - Motion Brust, second, Schaefer, to approve the Ella Johnson Memorial Public Library’s Diversity Statement after a second reading. Wallace - Y; Brust- Y; Pokorny - Y; Schaefer - Y; Tamms - absent; Dumoulin - absent.

Subsection 4: Homebound Services – Motion Wallace, second, Pokorny to approve Section 4 of the Policy Manual, Homebound Services, after the second reading. Schaefer - Y; Brust -Y; Pokorny - Y; Dumoulin - absent; Tamms - absent; Wallace - Y.

B. Employee Manual: Discussion was tabled.

New Business:

B. Budget and Appropriations Ordinance 2016-08-01: Motion Schaefer, second Pokorny to adopt Budget and Appropriations Ordinance 2016-08-01. Brust - Y; Wallace - Y; Schaefer -Y; Pokorny Y; Tamms - absent; Dumoulin - absent.

C. Adopt and File Receipts and Disbursement: Motion Brust, second Wallace to adopt and file Receipts and Disbursements. Voice vote; ayes carry the motion.

D. Report from Executive Session Committee: Committee recommended the approval and release of the executive session minutes of May 23, 2016. Motion Pokorny, second Schaefer to approve and release minutes of the May 23, 2016 executive session. Wallace – Y; Schaefer – Y; Brust – Y; Pokorny – Y; Tamms – absent; Dumoulin – absent.

E. Secretary’s Audit FY 2016: Motion Wallace, second, Schaefer to approve the Secretary’s Audit for FY2016. Voice Vote; ayes carry the motion.

F. Transfer of Funds: Motion Pokorny, second Schaefer to transfer funds in the amount of $120,036.49 to Special Reserve. Voice Vote; ayes carry motion.

Executive Session: None

Appointment: President Brust moved and Trustee Schaefer seconded the appointment of Linda Drendel to fill the interim vacancy on the Board of Trustees left by Lori Dreher. The interim term will end in May. Ms. Drendel would need to run in the April election if she wanted to remain for the last two years of Dreher’s term. Tamm - absent; Dumoulin - absent; Wallace - Y; Pokorny- Y Schaefer - Y; Brust - Y.
**Discussion:** None

**Adjournment:** Meeting was adjourned at 9:21 p.m. by President Barbara Brust.

Respectfully submitted, Judith Pokorny, Secretary