

**Minutes of the Regular Meeting of the Board of Trustees  
of the Byron Public Library District  
July 11, 2018**

The meeting was called to order at 4:05 p.m. by President Barbara Clubb. Board members present were, Lavonne Berkeley, Elaine Breck, Barbara Clubb, David Conley, Jill Grennan, and Susan O'Neil. Also attending were Emily Porter, Director and Recording Secretary, Jeannine Hedges

**Absent Members:** Rich Pleniewicz

**Visitors:** None

**Minutes:**

Mrs. O'Neil made a motion to approve the Minutes of the Regular Meeting of June 13, 2018. The motion was approved 6-0.

**Treasurer's Report and Monthly Bills:**

Mrs. Porter distributed written reports. Mrs. Porter received the first tax drop for the start of the new fiscal year. Mrs. Breck and Mrs. Porter discussed salaries of Mrs. Porter and Mr. Vanderwyst being taken from Liability on the budgeting report.

Bills

Mrs. Porter distributed written reports.

A motion to pay the bills was made by Mrs. Berkeley. The motion was approved in a roll call vote 6-0: Mrs. Berkeley, yes; Mrs. Breck, yes; Mr. Conley, yes; Mrs. Clubb, yes; Mrs. Grennan, and Mrs. O'Neil, yes.

**Librarian Report:**

Mrs. Porter distributed written reports. Mrs. Porter discussed the HVAC pump failure and other areas expected to deteriorate. Mrs. Porter and Adam from Miller Engineering will be able to replace a part in all 29 pumps (3 have already been fixed); but the condensation problems will be taken care of on as needed basis. Mrs. Porter said the money has been allocated for repairs. Mrs. Porter noted she thinks she found someone who can install a motion door. Mr. Conley questioned the liability of the door hitting a person. Mrs. Porter suggested that there is probably ADA requirements on the speed of the doors opening for prevention of accidents.

Mrs. Porter highlighted that she is happy with the new hires. Mrs. Porter also said inventory is going faster with the extra help.

Mrs. Porter remarked on the need to schedule a Secretary's Audit for the IPLAR.

**Trustee Reports:** None

Approved August 8, 2018

## **Committee Reports:**

- Finance: None
- Operations Committee: None
- Executive Committee: None
- Facilities Management: None
- Strategic Planning committee: None

## **Unfinished Business**

None

## **New Business**

- Mrs. Grennan made a recommendation and motion to keep the Closed Session Minutes closed. The motion was approved 6-0.
- Mrs. Breck made a motion to approve the Freedom of Information Act Ordinance 2018-6. The motion was seconded and approved 6-0.
- A motion to create a special levy public fund money market account was made by Mrs. Berkeley. The motion was seconded and approved in a roll call vote 6-0: Mrs. Berkeley, yes; Mrs. Breck, yes; Mr. Conley, yes; Mrs. Clubb, yes; Mrs. Grennan, and Mrs. O'Neil, yes.

A motion to adjourn was made by Mr. Conley and seconded. The meeting adjourned at 4:45 p.m.

Respectfully Submitted,  
Jeannine Hedges  
Recording Secretary

Approved August 8, 2018