

**Minutes of the Regular Meeting of the Board of Trustees
of the Byron Public Library District
November 14, 2018**

The meeting was called to order at 4:00 p.m. by President Barb Clubb. Board members present were Lavonne Berkeley, David Conley, Jill Grennan, and Susan O'Neil. Also attending were Emily Porter, Director, and recording secretary, Kim Gyorkos. Elaine Breck entered at 4:08 during the Treasurer's report.

Absent Members: Richard Pleniewicz

Visitors: None

Minutes:

Mrs. Berkeley made a motion to approve the Minutes of the Regular Meeting of October 10, 2018. The motion was seconded and approved 5-0.

Treasurer's Report and Monthly Bills:

Mrs. Porter distributed written reports. Mrs. Porter noted that the bond payment was made on November 1, and the library has no remaining open CD accounts. Mrs. Porter reported that overall the library is \$65,000 under budget, although there are some departments that are over budget including Repair and Maintenance.

Bills

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

Librarian Report:

Mrs. Porter distributed written reports. Mrs. Porter spoke about ordering a Square terminal that will allow staff to process credit card payments in person. She also purchased a new, commercial Keurig coffee maker, K-Cups, a mini-fridge, and snacks and drinks for patrons to purchase. The new coffee maker and refreshment area should be set up by Friday.

Mrs. Porter reported that circ stats are down, and she would like to focus on digital circulation by evaluating library-affiliated services, such as Hoopla. Program attendance is high overall.

Trustee Reports: None

Committee Reports:

- Finance: None

Approved December 12, 2018

- Operations Committee: Mrs. O'Neil reported that the committee went through proposed changes and additions to the policy manual on November 12. She mentioned that they discussed extending Sunday hours from 4:00pm to 5:00pm, starting this summer. The full report will be presented at the December meeting.
- Executive Committee: None
- Facilities Management: None

New Business

- Mrs. Berkeley made a motion to approve the proposed Holiday and Special Closings List as presented by Mrs. Porter. The motion was seconded and approved 6-0.

Unfinished Business

None

A motion to adjourn was made by Mrs. O'Neil and seconded. The meeting adjourned at 4:44 p.m.

Respectfully Submitted,
Kim Gyorkos

Approved December 12, 2018