

**Minutes of the Regular Meeting of the Board of Trustees
of the Byron Public Library District
May 8, 2019**

The meeting was called to order at 4:03 p.m. by President Barbara Clubb. Board members present were Elaine Breck, Barbara Clubb, David Conley, and Jill Grennan. Also attending were Emily Porter, Director; and Recording Secretary Jeannine Hedges

Mrs. Porter administered the Oath of Office for appointed and elected trustees, Elaine Breck and Barbara Clubb, in the past election.

Absent Members: Lavonne Berkeley, Susan O'Neil and Richard Pleniewicz

Visitors: None

Minutes:

Mrs. Breck made a motion to approve the Minutes of the Regular Meeting of April 10, 2019 and the April 15, 2019 Executive Committee Meeting, and the April 15, 2019 Closed Minutes of the Executive Committee Meeting. The motion was seconded. The motion passed 4-0.

Treasurer's Report and Monthly Bills:

Mrs. Porter distributed and discussed written reports. Mrs. Porter stated there will be leftover funds to put toward our savings/capital plan at the end of the fiscal year. PPRT is continuing to come. Mrs. Porter noted a sponsorship grant of \$150 towards our summer program, *Yesterday Once More*, by Eckburg Insurance. Mrs. Porter discussed the need for a change in the payroll schedule. Mrs. Porter stated the last interest payment on the bond was sent to Heartland. There is one more principal payment left.

Bills

Mrs. Porter distributed written reports.

A motion to pay the bills was made by Mrs. Breck which was then seconded. The motion was approved in a roll call vote 4-0: Mrs. Breck, yes; Mrs. Clubb, yes; Mr. Conley, yes; and Mrs. Grennan, yes.

Librarian Report:

Mrs. Porter distributed and discussed written reports. Mrs. Porter held a discussion about the summer reading club and the new program flyers. She noted patrons were eager to sign up for summer programs. Mrs. Porter held a discussion on patron behavior and the need to update the policy regarding the consumption of alcohol at the library. Mrs. Porter will pursue updating the policy with the Operations Committee.

Trustee Reports: Mrs. Breck noted we are gaining more people in the library. Mrs. Porter attributed this to good programs and more services; such as VHS to DVD conversion.

Committee Reports:

- Finance Committee: A meeting should be scheduled for early June.
- Operations Committee: None
- Executive Committee: Report from April 15, 2019 meeting: Mrs. Breck discussed the evaluation and committee recommendation of a 7% raise for Mrs. Porter. Mrs. Breck noted she was particularly pleased with Mrs. Porter's forward thinking and envisioning of future projects.
- Facilities Management Committee: None
- Strategic Planning Committee: None

New Business

- Ordinance 2019-1 Meeting dates for FY 2018-19: A discussion was held on the board meeting dates for the next fiscal year. Mr. Conley made a motion to adopt Ordinance 2019-1 listing the second Wednesday of the month at 4:00 p.m. as the regular board monthly meeting dates for FY 2019-2020. The motion was seconded and passed 4-0.
- Appointment of committees: A brief discussion was held regarding appointment of committees. A motion to retain and approve the current committees was made by Mr. Conley. The motion was seconded and passed 4-0.
- A motion to approve the Director's Compensation was made by the Executive Committee. The motion was approved in a roll call vote 4-0: Mrs. Breck, yes; Mrs. Clubb, yes; Mr. Conley, yes; and Mrs. Grennan, yes.
- After a brief discussion by Mrs. Porter on the Steiner Lighting efficiency upgrade quote, a motion was made to decline the Steiner contract by Mr. Conley. The motion was seconded and approved the motion to deny the Steiner contract 4-0.

Unfinished Business:

- Mrs. Porter held a discussion on the Thayer quote. A motion to decline the quote from Thayer for the lighting efficiency upgrade was made by Mr. Conley. The motion was seconded and approved to deny the Thayer contract 4-0.
- Mrs. Porter held a discussion on the Vivid quote. Mrs. Porter made a recommendation to use the Vivid contract based on pricing and potential savings. A motion to approve the contract from Vivid for the lighting efficiency upgrade was made by Mrs. Grennan. The motion was approved in a roll call

vote 4-0: Mrs. Breck, yes; Mrs. Clubb, yes; Mr. Conley, yes; and Mrs. Grennan, yes.

Closed Session:

None

A motion was made by Mrs. Breck to adjourn. The motion was seconded and passed 4-0. The meeting was adjourned at 4:50 p.m.

Respectfully submitted,

Jeannine Hedges
Recording Secretary