

**MIDLOTHIAN PUBLIC LIBRARY
BOARD TRUSTEES MEETING
December 19, 2017**

The meeting was called to order by President Becker at 7:03 p.m. Present were Trustee Baker(Recorder of Minutes), Trustee Ceja, Trustee Chiz, Trustee Ferguson, Trustee Murawski, Trustee Woolard, and Jennifer Cottrill, Library Director.

INTRODUCTION OF VISITORS

John Williams, CPA, Hearne & Associates and Rita Sareny, Friends of the Library

MINUTES

On a motion by Trustee Murawski and seconded by Trustee Chiz the minutes of the November 21, 2017 meeting were approved by roll call vote. 6 ayes and 0 nays, 1 abstain by Trustee Woolard.

On a motion by Trustee Ferguson and seconded by Trustee Murawski the minutes of the November 21, 2017 closed session meeting minutes were approved by roll call vote. 6 ayes and 0 nays, 1 abstain by Trustee Woolard.

REVIEW OF BILLS AND FINANCIAL ACCOUNTING

On a motion by Trustee Ferguson and seconded by Trustee Chiz the financial report for November 2017 was reviewed. Total cash balance for the building account was \$550, 828.23, for the reserve fund \$300, 816.90, for the real estate fund \$727.94 and \$763, 336.77 for the money market account. The financial report was unanimously approved by roll call vote. 7 ayes and 0 nays. A motion to pay all December 2017 bills in the total amount of \$40,236.61 was made by Trustee Ceja and seconded by Trustee Ferguson and unanimously approved by roll call vote. 7 ayes and 0 nays.

COMMUNICATIONS

Ms. Cottrill read a thank you card from the staff thanking the board for their holiday staff gifts and bonuses. Ms. Cottrill also read a thank you card from Ms. Arndt thanking the board for their condolences on the loss of her husband. Ms. Cottrill read several comment cards from the library suggestion box including comments and requests for: a teen novel club, new keyboards and faster computers, better headphones, a speaker on genealogy, and kudos for the new furniture arrangement in the youth area, and staff feedback. All comments and suggestions were passes on to the appropriate staff members and will be addressed.

LEGISLATION UPDATE

December 14, a majority of FCC commissioners voted to roll back net neutrality regulations. The ALA is organizing an effort to call and email members of Congress asking them to use a Resolution of Disapproval under the Congressional Review Act to repeal this recent decision. Ms. Cottrill will email the board information on where they can address their concerns. The Tinley Park Library will be hosting the annual ILA Legislators Breakfast on February 16, 2018 as a chance for Trustees and directors to meet with local policymakers to discuss issues of interest to libraries. Cost is \$25 to be paid by the library.

BOARD DEVELOPMENT OPPRTUNITIES

Trustee Baker reported on the Board's fulfillment of 2018 Illinois State Library Per Capita Grant requirements. All Trustees have executed the requirements for the grant which were to review chapters 1-5 of the "TRUSTEE FACTS FILE, third or fourth edition," placing particular emphasis on the Library Board Bylaws contained in Chapter 3.

<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf> Describe the Library Board's plan to modify or create bylaws as a result of the review. In further compliance with the Per Capita Grant requirements, the board discussed their findings on the current Midlothian Public Library Board of Trustees By-Laws. President Becker commented that the current board by-laws do not require a Vice President or mention ad hoc committees. This topic will be addressed further in September 2018 when the by-laws are up for review.

Ms. Cottrill announced that the ILA will host a board development opportunity on February 17, 2018. Ms. Cottrill will email the board full details and registration information about the Trustee Forum and Advocacy Boot Camp in the coming weeks.

REPORT OF OFFICERS AND COMMITTEES

- A. Building – No Report.
- B. Finance & Budget – No Report.
- C. Board Development – reported under 7a.
- D. Long Range Planning – No Report.
- E. Technology – No Report.
- F. Policy – No Report.

G. Friends of the Library – The Friends of the Library held their annual holiday bazaar this month. The event kicked off on December 2 and has raised over \$350.00. Final totals will be reported next month. The Friends of Library decorated a tree on the village green representing the library. A ribbon cutting for the new Little Free Library at the Midlothian Park District was held in November. The community response to the location of the Little Free Library has been very successful as books are being recycled and replenished by the community. Plans are underway for a third Little Free Library by Midlothian Village Hall. President Becker would like to see a Little Free Library in place east of the railroad tracks. Planning is underway to the Friends of the Library annual meeting with the date set for April 14, 2018.

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Cottrill reported on the introduction of new noise zones that will be put into place in the library once new computers are installed in the children's area, as part of the library's ongoing Positive Behavior Tables in each area of the library will be marked with red, yellow, or green table tents indicating that these areas are "Quiet," "Moderate," or "Social" zones. Clear descriptions of behavioral expectations in each zone will also be written on each table tent. Ms. Cottrill spoke with a library in Itasca that was designed by the same architects as our library and faced the similar exterior issues with the Dry-vit. Building Technology Consultants was "highly recommended" for the project. Ms. Cottrill reported that several new digital services are in place including the new SimpleScan station, Hoopla, a service through which patrons can stream movies, television shows, and music, as well as access e-books, e-audiobooks, and e-comics, and a New York Times Digital subscription, which will enable our patrons to login via access code to not be subject to the NYT paywall. Services will be highlighted throughout the month in the library.

UNFINISHED BUSINESS

- A. Trial Extended Hours – Trial will not be until spring.

NEW BUSINESS

- A. Audit Report- results of the 2017 library audit were presented by John Williams, CPA. Mr. Williams reviewed the letter sent by the auditors and explained the processes and procedures of the audit. There were no difficulties encountered during the audit, and everything needed from the library for the audit was received. Mr. Williams went on to review highlights from the financial statements, statement of net position, and IMRF statements. Mr. Williams commented that the finding of the audit show the library has strong capital assets, and strong balances in comparison to similar governing bodies. Some expenses went up this year due to insurances costs and the purchase of new materials.
A motion was made by Trustee Ceja and seconded by Trustee Ferguson to accept the 2017 audit report. 7 ayes. 0 nays.
- B. *Serving our Public, Chapter 12: Safety* – Reviewed.
- C. Board Committee Appointments- Trustee Woolard was appointed to the Board Development Committee and Policy Committee to fill the vacancies left by Former Trustee Gray.
- D. Hours and Closing dates 2018- On a motion made by Trustee Ferguson and seconded by Trustee Chiz the hours and closing dates for the Midlothian Public Library were reviewed and accepted.
- E. Board Meeting Calendar- On a motion made by Trustee Baker and seconded by Trustee Ceja dates for the Midlothian Public Library Board of Trustees Meetings were reviewed and accepted.
- F. Resolution Approving and Adopting a Revised Policy Against Workplace Harassment- On a motion made by Trustee Murawski and seconded by Trustee Ferguson, revisions recommended by Library Attorneys to the current Policy Against Workplace Harassment were approved and adopted. 7 ayes. 0 nays.
- G. Proposal from Building Technology Consultants for Building Exterior Inspection and Plan- On a motion made by Trustee Ceja and seconded by Trustee Murawski the board accepted a bid in the amount of \$15,600 from Building Technology Consultants to go forward with investigating the repair of the Library's Dry-vit exterior. 7 ayes. 0 nays.

OTHER BUSINESS

None.

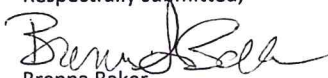
PUBLIC COMMENTS/QUESTIONS

None.

ADJOURNMENT

On a motion made by Trustee Ceja and seconded by Trustee Ferguson the meeting was adjourned at 7: 42 pm.
7 ayes and 0 nays.

Respectfully submitted,


Brenna Baker
Secretary