

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Minutes of the Regular Board Meeting  
January 12, 2019

President Debra Williams called the meeting to order at 9:04 A.M.

1. Roll Call: Present were: Arleta Bazile , Gary Holcomb, Merrionna Pierce, Roger Strasemeier and Debra Williams.  
Absent: Suzanne Downing, Frank Host
2. Minutes: There were no minutes to approve.
3. Correspondence: None.
4. Legal Counsel: None
5. Librarian's Report: As presented.
6. Committee Reports:
  - A. Budget and Finance: January monthly Financial Report presented and attached.
  - B. Policy and Bylaws: No report
  - C. Personnel: A discussion regarding hiring a part time floating position held, will be placed on the June agenda.
  - D. Public Relations: Trustee Williams presented that an employee has created and started circulating an electronic newsletter containing information regarding library programs and events.
7. Unfinished Business:
  - A. The previously proposed salary increase was again reviewed. Director Williams-Baig stressed the hard work and dedication of this employee. Trustee Strasemeier requested that the last sentence of the document be removed to avoid a possible salary cap in the future.
8. New Business:
  - A. A financial policy detailing the autonomous spending amounts for the director were discussed. A motion was made by Roger Strasemeier and seconded by Arleta Bazile to approve the following: 0-1,000.00 needs no prior approval; 1,000.00-3,000.00 needs the written approval of two board members; 3,000.00 or more requires written notice sent to all board members with approval from the board majority needed to proceed. Roll Call Vote: Arleta Bazile aye; Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Five ayes and 0 nays. Motion carried
  - B. A motion was made by Gary Holcomb and seconded by Arleta Bazile to approve the suggested salary increase for the Assistant Director from 28,500.00 to 30,000.00 per year. Roll Call Vote: Arleta Bazile, aye; Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Five ayes and 0 nays. Motion carried
  - C. A review of new companies for surveillance cameras was tabled.
  - D. A motion was made by Roger Strasemeier and seconded by Arleta Bazile to accept the terms of the present accountant proposal for quarterly visits instead of monthly visits. Roll Call Vote: Arleta Bazile, aye; Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Five ayes and 0 nays. Motion carried
  - E. A motion was made by Roger Strasemeier and seconded by Gary Holcomb to approve the hiring of the current Yearn employee through the Director's maternity leave and as needed afterwards. Roll Call Vote: Arleta Bazile, aye; Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Five ayes and 0 nays. Motion carried
  - F. A discussion was held regarding the election to be held in April. Two library board seats are up for election. Trustee Williams will not be re-running for her seat. Trustee Holcomb will be re-running and resident Catherine Boetcher have turned in petitions to run for the election.
  - G. A motion was made by Gary Holcomb and seconded by Roger Strasemeier to approve the comp time policy as presented. Roll Call Vote: Arleta Bazile, aye; Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Five ayes and 0 nays. Motion carried

H. A motion was made by Roger Strasemeier and seconded by Gary Holcomb to approve the lighting proposal from Carrier Electric for LED lighting on the exterior of the building for 340.00.

11. Audience to the Public: Cathy Boetcher asked questions about the previously discussed electronic sign.

12. Adjournment: A motion was made by Gary Holcomb and seconded by Arleta Bazile to adjourn the meeting at 10:46 a.m. Five ayes and zero nays. Motion carried.

Respectfully submitted,  
Merrionna Pierce  
Secretary

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Minutes of the Regular Board Meeting  
February 09, 2019

President Debra Williams called the meeting to order at 9:03 A.M.

1. Roll Call: Present were: Suzanne Downing, Gary Holcomb, Merrionna Pierce, Roger Strasemeier and Debra Williams.

Absent: Suzanne Downing, Frank Host

2. Minutes: There were no minutes to approve.
3. Correspondence: None.
4. Legal Counsel: None
5. Librarian's Report: As presented.
6. Committee Reports:
  - A. Budget and Finance: February monthly Financial Report presented and attached.
  - B. Policy and Bylaws: No report

C. Personnel: Multiple Board members have requested information regarding adding a benefits package in the form of sick, vacation and or personal days. Further discussion will be presented to the board during this meeting.

D. Public Relations: None

7. Unfinished Business:

A.

8. New Business:

A. The Director presented a breakdown of her research from 13 different libraries. The following was suggested: Employees would get paid their normal hours should they be scheduled on a day a Holiday falls on; Employees would get paid their normal hours should they be scheduled on a day a day we close due to weather; Employees would receive 4 days per year to be used as sick time, these days must be used in the calendar year and would not roll over, Employees would receive 4 days per year to be used as Vacation time, these days must be used in the calendar year and would not roll over. A discussion was held regarding when employees would receive benefits and what the financial impact of these days would be. The Board decided that personal (vacation/sick) days should be treated separately than inclement weather days. As such: A motion was made by Roger Strasemeier and Seconded by Debra Williams to table this topic until the financial information could be provided. Roll Call Vote: Suzanne Downing, aye; Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Five ayes and 0 nays. Motion carried. Additionally, a motion was made by Roger Strasemeier and Seconded by Debra Williams to offer staff the opportunity to be paid for the day during the current pay period with the understanding that they will have 90 days to make up the time they were paid for. Staff must sign a document either accepting this or declining to be paid. Roll Call Vote: Suzanne Downing, aye; Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Five ayes and 0 nays. Motion carried

B. Two estimates were provided for the electric sign. All Right signs submitted a proposal for 9,500.00. Signs by Tomorrow submitted a proposal for 11,000.00. Signs by Tomorrow would provide a bigger sign that would be able to be controlled via smartphone. A motion was made by Gary Holcomb and seconded by Suzanne Downing to approve the purchase of the sign to not exceed 12,000.00. Roll Call Vote: Suzanne Downing, aye; Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Five ayes and 0 nays. Motion carried

C. A discussion held regarding a quote for new security cameras. Our current alarm company, Quality Alarm, was able to work with their partner VST securities to install all new cameras, redo the wiring, and change the position of some cameras per request. A motion was made by Roger Strasemeier and seconded by Gary Holcomb to accept the proposal with the extended warranty to not exceed a cost of 10,000.00. Roll Call Vote: Suzanne Downing, aye; Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Five ayes and 0 nays. Motion carried

D. A discussion was held regarding the need for increased/ additional security measures. The Director was asked to get more information and come back to the board.

E. A discussion was held regarding the current landscaping company and the fact that they stated they will no longer be servicing us anymore. The Director was asked to research new companies and to pick a company to continue servicing us.

F. A discussion was held regarding whether or not the Library would want to be a warming/cooling center for severe weather. It was decided that since the hours of operation are not currently 24 hours it would not be appropriate to be designated as a place to serve as severe weather.

G. The Director explained that her planned Maternity leave would begin at the end of March unless she needs to sooner.

H. A discussion was held regarding future meeting schedule and a change in the swearing in process. This discussion will continue in future meetings.

11. Audience to the Public: None

12. Adjournment: A motion was made by Roger Strasemeier and seconded by Debra Williams to adjourn the meeting at 10:19 a.m. Five ayes and zero nays. Motion carried.

Respectfully submitted,  
Merrionna Pierce  
Secretary

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Minutes of the Regular Board Meeting  
March 09, 2019

President Debra Williams called the meeting to order at 9:03 A.M.

1. Roll Call: Present were: Gary Holcomb, Merrionna Pierce, Roger Strasemeier and Debra Williams.  
Absent: Arleta Bazile, Suzanne Downing, Frank Host
2. Minutes: There were no minutes to approve.
3. Correspondence: None.
4. Legal Counsel: The Director explained that the Library was contacted by Crete Library asking to annex the parcel of land that is located in Crete but is currently located in our Library District. The Board directed the Director to contact the Attorney for direction.
5. Librarian's Report: As presented.
6. Committee Reports:
  - A. Budget and Finance: March monthly Financial Report presented and attached.
  - B. Policy and Bylaws: No report
- C. Personnel: Multiple board members were interested in changing the current policy to provide benefits to the staff. A survey was presented regarding what other libraries offer their staff in terms of benefits. - see attached.
  - D. Public Relations: Trustee Williams presented that an employee has created and started circulating an electronic newsletter containing information regarding library programs and events.
7. Unfinished Business: A discussion was held regarding weather to have a meeting in April and two board members, the Director and the Assistant Director would not be able to attend. The decision was made to no have a meeting.
8. New Business:
  - A. A motion was made by Roger Strasemeier and seconded by Debra Williams to table the employee benefits discussion. Roll Call Vote: Suzanne Downing aye; Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Five ayes and 0 nays. Motion carried
  - B. A discussion was held regarding the installation of an electronic sign. The Board reviewed two quotes. A motion was made by Gary Holcomb and seconded by Suzanne Downing to approve the quote from Signs by Tomorrow with the expenditure not to exceed 12,000.00. Roll Call Vote: Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Four ayes and 0 nays. Motion carried
  - C. A discussion was continued regarding part time employee benefits and the financial strain it would put on the library to provide personal days to part time staff. The Board was provided a breakdown with 0-4 days as being an option for personal days, see attached. The board also reviewed the previously discussed inclement weather form. A motion was made by Debra Williams and Seconded by Gary Holcomb to provide three (3) personal days per calendar year to each employee that must be used from January 1<sup>st</sup> –December 31<sup>st</sup> and would not roll over into the following year Roll Call Vote: Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, no; and Debra Williams, aye. Three ayes and 1 nays. Motion carried
  - D. A discussion was had regarding the submission of a letter of resignation by the current Vice President Arleta Bazile. The director also presented the Board with a health update regarding current member Frank Host who is in poor condition. The Library was informed that he is currently in a skilled nursing facility and would potentially not be returning to the board. It was discussed the request for new board members would be posted at the beginning of April and letters would be due by April 30<sup>th</sup>.
  - E. A discussion was held regarding the proposed tax cuts facing Cook County and how that would affect the fiscal future of the Library. No action was taken at this time.
  - F. A discussion was held regarding the need for a new landscaping company as the current company has given us notice that they will no longer servicing us.

11. Audience to the Public: An audience member questioned the location of the proposed electronic sign and asked if a marquee type sign would be better. It was decided that a marquee sign would be more expensive due to the need to erect a structure to place it on.

12. Adjournment: A motion was made by Debra Williams and seconded by Gary Holcomb to adjourn the meeting at 10:40 a.m. Four ayes and zero nays. Motion carried.

Respectfully submitted,  
Merrionna Pierce  
Secretary

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Minutes of the Regular Board Meeting  
May 11, 2019

President Debra Williams called the meeting to order at 9:01 A.M.

1. Roll Call: Present were: Suzanne Downing, Gary Holcomb, Merrionna Pierce, Roger Strasemeier and Debra Williams.

Absent: None

2. Minutes: There were no minutes to approve. Discussion was held regarding restructuring the way the minutes will be prepared for previous meetings.
3. Correspondence: None.
4. Legal Counsel: We received information regarding minimum wage requirements for the upcoming fiscal year. Legal counsel also informed the board that a current employee cannot serve as a library trustee to fill a vacancy.
5. Librarian's Report: As presented.
6. Committee Reports:
  - A. Budget and Finance: May monthly Financial Report presented and attached.
  - B. Policy and Bylaws: No report

C. Personnel: A discussion regarding hiring a part time floating position held, will be placed on the June agenda.

D. Public Relations: No report

7. Unfinished Business:

A. The Electronic sign was readdressed. All Phases Electrical & Construction Services submitted a proposal for \$1,335.00 to run the necessary dedicated electrical line needed for the sign. Since this quote and the quote of the sign falls below the \$13,000.00 pre-approved amount, we will schedule the installation.

8. New Business:

A. We have two vacancies on the board. Trustee Bazile submitted a letter of resignation and Trustee Host has been very ill. We were informed by his brother that he will not be returning to his duties. We had 4 letters of interest submitted for the vacancies. Prior to the meeting 2 were removed. One individual withdrew her letter, the other individual was removed per attorney suggestion. The remaining letters were read and discussed.

B. A motion was made to accept both individuals as new trustees. Becky Norcott and Crystal Parker were presented, a motion was made by Gary Holcomb and seconded by Suzanne Downing. Roll Call Vote: Suzanne Downing, aye; Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Five ayes and 0 nays. Motion carried

C. Trustee Strasemeier asked for voting procedures and possible changes to those procedures be addressed. The suggestion was to make all votes require a super majority (a majority of the total board) instead of the current majority of the quorum present. The attorney was asked to provide information regarding this. We were informed that as this is not procedure for a Library Board.

D. The Director has been working on the budget for the next fiscal year. She will be meeting with the former Director to review the budget before presenting he budget in June.

9. The current President Williams thank the Board for allowing her to serve for 13 years. She thanked the staff for their hard work. She encouraged the increase in programming. She asked for a motion to adjourn Sine Die, Suzanne Downing made the motion, it was seconded by Roger Strasemeier, all ayes. Motion was carried.

10. The board was reconvened. Gary Holcomb made a motion to have Roger Strasemeier be President Pro Tem for the remainder of the meeting. Trustee Strasemeier declined the appointment. Roger Strasemeier made a motion to have Gary Holcomb be President Pro Tem. Merrionna Peirce seconded it. All ayes, motion carried.

A. Roll Call: Present were: Suzanne Downing, Gary Holcomb, Merrionna Pierce and Roger Strasemeier.

B. Newly elected Trustee Catherine M. Boetcher was sworn in. All current members were re-sworn in as well. All members were provided an oath to sign as well.

11. Audience to the Public: None

12. Adjournment: A motion was made by Catherine Boethcer and seconded by Suzanne Downing to adjourn the meeting at 10:03 a.m. Five ayes and zero nays. Motion carried.

Respectfully submitted,  
Merrionna Pierce  
Secretary



NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Minutes of the Regular Board Meeting  
June 8, 2019

The meeting was called to order at 9:21 A.M.

A motion was made to appoint Roger Strasemeier as President Pro-Tem. 4 ayes 0 Nays, motion carried.

8. Roll Call: Present were: Catherine Boettcher, Gary Holcomb, Merrionna Pierce and Roger Strasemeier.
9. Absent: Suzanne Downing
10. Minutes: May minutes were presented. A motion was made by Catherine Boettcher and seconded by Merrionna Pierce to approve. 4 ayes, 0 nays, Motion carried.
11. Correspondence: None.
12. Legal Counsel: The board reviewed the financial schedule for the upcoming fiscal year provided by the attorney.
13. Librarian's Report: As presented.
14. Committee Reports:
  - A. Budget and Finance: May monthly Financial Report presented and attached.
  - B. Policy and Bylaws: No report
  - C. Personnel: No report
  - D. Public Relations: No report
15. Unfinished Business:
  - A. The electrical work needed for the sign has been completed and the sign has been ordered. Sign should be installed the last week of June.
    8. New Business:
      - A. A motion was made by Catherine Boettcher and seconded by Gary Holcomb to appoint Elizabeth Norcutt as trustee. Four ayes and 0 nays. Motion carried
      - B. A motion was made by Gary Holcomb and seconded by Catherine Boettcher to appoint Crystal Parker as trustee. Five ayes and 0 nays. Motion carried
      - C A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to appoint Gary Holcomb as Board President. Six ayes and 0 nays. Motion carried
      - D. A motion was made by Catherine Boettcher and seconded by Elizabeth Norcutt to appoint Suzanne Downing as Board Vice President. Six ayes and 0 nays. Motion carried
      - E. A motion was made by Roger Strasemeier and seconded by Crystal Parker to appoint Merrionna Pierce as Board Treasurer. Six ayes and 0 nays. Motion carried
      - F. A motion was made by Roger Strasemeier and seconded by Gary Holcomb to appoint Catherine Boettcher as Board Secretary. Six ayes and 0 nays. Motion carried
      - G. A draft budget was presented to the board and reviewed.
  9. Audience to the Public: None
  10. Adjournment: A motion was made by Roger Strasemeier and seconded by Crystal Parker to adjourn the meeting at 9:49 a.m. Six ayes and zero nays. Motion carried.

Respectfully submitted,  
Catherine Boettcher  
Secretary

BOARD OF TRUSTEES  
Minutes of the Regular Board Meeting  
July 10, 2019

President Gary Holcomb called the meeting to order at 5:39 PM.

16. Roll Call: Present were: Catherine Boettcher, Gary Holcomb, Elizabeth Norcutt, Crystal Parker and Merrionna Pierce (6:15pm).
17. Absent: Suzanne Downing and Roger Strasemeier.
18. Minutes: June minutes were presented. A motion was made by Elizabeth Norcutt and seconded by Catherine Boettcher to approve. 4 ayes, 0 nays, Motion carried.
19. Correspondence: None.
20. Legal Counsel: The board reviewed information presented regarding the upcoming audit.
21. Librarian's Report: As presented.
22. Committee Reports:
  - A. Budget and Finance: July monthly Financial Report presented and attached.
  - B. Policy and Bylaws: No report
  - C. Personnel: No report
  - D. Public Relations: No report
23. Unfinished Business:
  - A. Review of the installation and operation of the new electronic sign was discussed
  - B. The board reviewed and discussed the division of duties of the board versus that of the director. A motion was made by Catherine Boettcher and seconded by Elizabeth Norcutt to make no changes at this time. Roll Call vote: Catherine Boettcher, aye; Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye. Four ayes and 0 nays. Motion carried
9. New Business:
  - A. A motion was made by Catherine Boettcher and seconded by Merrionna Pierce to accept the Resolution Declaring the Intent to Levy a Building. Roll Call vote: Catherine Boettcher, aye; Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye, Merrionna Pierce, aye. Five ayes and 0 nays. Motion carried
  - B. A motion was made by Crystal Parker and seconded by Merrionna Pierce to accept the Tentative Budget Ordinance. Roll Call vote: Catherine Boettcher, aye; Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye, Merrionna Pierce, aye. Five ayes and 0 nays. Motion carried
24. Audience to the Public: None
10. Adjournment: A motion was made by Catherine Boettcher and seconded by Elizabeth Norcutt to adjourn the meeting at 6:30 p.m. Five ayes and zero nays. Motion carried.

Respectfully submitted,  
Catherine Boettcher  
Secretary

BOARD OF TRUSTEES  
Minutes of the Regular Board Meeting  
September 14, 2019

President Gary Holcomb called the meeting to order at 9:03 A.M.

A motion was made by Roger Strasemeier and seconded by Gary Holcomb to appoint Crystal Parker as Secretary Pro Tem. Roll Call Vote: Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried

1. Roll Call: Present were: Gary Holcomb, Elizabeth Norcutt, Crystal Parker and Roger Strasemeier.  
Absent: Catherine Boetcher, Suzanne Downing and Merrionna Pierce
2. Minutes: A motion was made by Roger Strasemeier and seconded by Gary Holcomb to approve the minutes of the Board Meetings held in November 2018, January 2019, February 2019, and March 2019 as presented. Two ayes and zero nays and two abstentions. Motion carried. An additional motion was made by Crystal Parker and seconded by Elizabeth Norcutt to approve the minutes of the Board Meeting held in July 2019. Three ayes, zero nays and one abstention. Motion carried.
3. Correspondence: Director Williams-Baig discussed the two recent FOIAs received by the Library.
4. Legal Counsel: Director Williams-Baig informed the Board that previous law firm of Canna & Canna Ltd. has split and the partners we worked with have form a new Firm called Canna Law. We have signed temporary paperwork to maintain a working relationship but will receive official contracts for our next meeting.
5. Librarian's Report: As presented.
6. Committee Reports:
  - A. Budget and Finance: September monthly Financial Report presented and attached.
  - B. Policy and Bylaws: A review of the current policies and proposed changed will be discussed
  - C. Personnel: Staff Evaluations will occur this month.
  - D. Public Relations: The End of Summer Bash was briefly discussed.
7. Unfinished Business: None
8. New Business:
  - A. Randal Carter from MYTT (Mentoring Youth Through Technology) presented his desire to go forth with a land use survey to determine if they will continue with their desire to purchase the land. He asked to be placed on the next meeting's agenda to discuss this further with the board. A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to grant Mr. Carter ability to procure a land use survey. Roll Call Vote: Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried
    - B. No District 168 personnel were present to provide their proposal, no action was taken.
    - C. A motion was made by Roger Strasemeier and seconded by Crystal Parker to table the Impact Copier purchase until we have received all the supporting documentation. Roll Call Vote: Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried
    - D. Director Williams-Baig presented pricing for a new garden shed and a new firesafe file cabinet. A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to purchase both items with the total not to exceed 3,000 dollars. Roll Call Vote: Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried
    - E. Director Williams-Baig explained that we have had several issues with the current accounting firm. A motion was made by Roger Strasemeier and seconded by Crystal Parker to begin looking for a new accounting firm as well as a new auditing firm after the last fiscal year's audit is finalized. Roll Call Vote: Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried
    - F. Fiscal year 2018-2019 Receipts and Disbursements were presented and attached.

G. Fiscal year 2018-2019 Estimated Revenues were presented and attached.

H. A motion was made by Elizabeth Norcutt and seconded by Crystal Parker to table the committee appointments until the entire board was present. Fiscal year 2018-2019 Receipts and Disbursements were presented and attached.

I. Director Williams-Baig presented the requested maintenance quotes for the HVAC system and roof. No action was taken at this time.

J. Several policies were presented for review and revision. A motion was made by Roger Strasemeier and seconded by Crystal Parker to approve the policy changes as discussed. Roll Call Vote: Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried

K. Director Williams-Baig presented a copy of contact information for all of board members. This was review and attached, no action taken.

L. Director Williams-Baig informed the Board that several smaller libraries have decided to partner with a HR firm through RAILS to help with HR issues. It was decided that we would not proceed with the company at this time. No action was taken.

M. Director Williams-Baig presented the responsibility breakdown of the Director, Board and Friends of the Library. No action was taken

N. The Budget and Appropriation ordinance was presented. A motion was made by Crystal Parker and seconded by Elizabeth Norcutt to accept the ordinance and presented. Roll Call Vote: Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried

9. Audience to the Public: None

10. Adjournment: A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to adjourn the meeting at 10:31 a.m. Four ayes and zero nays. Motion carried.

Respectfully submitted,  
Catherine Boetcher  
Secretary

BOARD OF TRUSTEES  
Minutes of the Regular Board Meeting  
November 9, 2019

President Gary Holcomb called the meeting to order at 9:02 A.M.

1. Roll Call: Present were: Catherine Boettcher, Gary Holcomb, Elizabeth Norcutt, Crystal Parker and Roger Strasemeier. Merrionna Pierce arrived 9:12 am  
Absent: Suzanne Downing
2. Minutes: A motion was made by Crystal Parker and seconded by Gary Holcomb to approve the minutes of the Board Meeting held in October 2019. All ayes. Motion carried.
3. Correspondence: None
4. Legal Counsel: None.
5. Librarian's Report: As presented.
6. Committee Reports:
  - A. Budget and Finance: October monthly Financial Report presented and attached.
  - B. Policy and Bylaws: A photography policy will be presented this meeting.
  - C. Personnel: Review of a staff member's raise will be presented this meeting.
  - D. Public Relations: None
7. Unfinished Business: In the September meeting, a staff member's raise was proposed for 1,000 dollars. The board set the raise at 500.00 dollars effective January 2020. I was asked to re present the raise at 1000.00 dollars. A motion was made by Catherine Boettcher and seconded by Crystal Parker to increase the raise to 1000.00 total to begin January 2020. Roll Call Vote: Catherine Boettcher, aye; Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; Roger Strasemeier, aye. Six ayes and 0 nays. Motion carried
8. New Business:
  - A. Director Williams-Baig presented a new lighting proposal. The proposal would replace on lighting inside and outside of the library. The Board declined the proposal, no action was taken.
  - B. Director Williams-Baig presented a new HVAC proposal. The Library is currently still under contract with our current provider. The Board declined the proposal, no action was taken.
  - C. A resolution for Elevated Loss and Cost Factor for 2019 Levy was presented and reviewed. A motion was made by Roger Strasemeier and seconded by Crystal Parker to accept the resolution as written. Roll Call Vote: Catherine Boettcher, aye; Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; Roger Strasemeier, aye. Six ayes and 0 nays. Motion carried
  - D. A photography policy was presented and reviewed. Several changes were suggested. A revised version will be submitted at a later date. No action was taken.
9. Audience to the Public: S. Seiner commented that she was not receiving as many books on hold as she used to. Director Williams stated that the types of books the library is purchasing has changed to include new authors and genres, but if there was a specific book or author she would like she could inform the staff and we would work on getting that book for her. A discussion was held on ways to display new books as well.
10. Adjournment: A motion was made by Crystal Parker and seconded by Catherine Boettcher to adjourn the meeting at 9:47 a.m. Four ayes and zero nays. Motion carried.

Respectfully submitted,  
Catherine Boettcher  
Secretary