

Meeting location: Silvis Public Library
806 1st Avenue, Silvis, IL 61282

Date of Meeting: November 13th, 2017

The meeting began at 6:05 pm.

Present: Beth Teppen, Carley Turkmani, Alex Turkmani, Crystal McCaw, Debbie Berglund, Diane Madden, Joy Cummings, Marigrace Alonso

Staff: Nancy Ashbrook

Absent: Sharon Kelley

Public Comment: None

Minutes– Motion: Alex Turkmani Second: Diane Madden
They were unanimously approved.

\$17,211.58 in bills presented.

Motion: Marigrace Alonso Second: Alex Turkmani
They were unanimously approved.

The Budget Report was presented.

The Director gave her monthly report. She reported that she attended the PrairieCat Delegate's Assembly and briefed the board on the meeting. She gave a report on the current circulation statistics. The rooftop HVAC unit was completed in mid-October. The director informed the board that the insulation installation was completed in mid-November and that the utility bills were already declining. The staff had an in-service day where they reviewed fire safety. The murder mystery event was very successful. The director was able to attend a few rotary meetings. The director requested that she be able to attend the December 12-14th HR Essentials Management Association Conference. Alex Turkmani motioned to approve this request and Diane Madden seconded the motion. It passed unanimously.

The October Friends' minutes were presented.

In Unfinished business, the board viewed Short Takes for Trustees Video- "Succession Planning & New Board Orientation." The Board reviewed the board planning schedule updates. A motion was made to approve payment of year end bonuses by Alex Turkmani and was seconded by Crystal McCaw. It passed unanimously. A motion was made to approve the presented job descriptions by Marigrace Alonso and was seconded by Debbie Berglund. It passed unanimously. The board reviewed the Employee Ethics statement. There will be a status on the Per Capita Grant Application next meeting. The strategic plan for the website was reviewed. They also reviewed updates to the Action Plan. The Trustee Orientation Handbook is in progress. Staff Performance Evaluations will be available next meeting for review.

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In new business, the board will view the Short Takes for Trustees Video - "Orientation". The Budget Committee (Diane Madden & Debbie Berglund) will meet December 15th. Circulation Policy will be reviewed. The Personnel Policy will also be under review. Staff Evaluations will be discussed.

Nothing was placed on the library wish list.

The items on the agenda for the December meeting are
Unfinished Business: Short takes for Trustees Video: "Orientation", a status of the Per Capita Grant Application, review of the Circulation Policy & the Personnel Policy, Staff Job Performance Evaluations review, and Trustee Handbook status.

New Business: Budget Proposal and Approval, Disaster Plan review, Review of Closed Session minutes.

The meeting adjourned at 7:30 p.m.

Minutes submitted by Carley Turkmani