

CISSNA PARK COMMUNITY LIBRARY

BOARD OF TRUSTEES

MEETING

June 17, 2013

CALL TO ORDER AND ROLL CALL

President Larry Hofbauer called the regular meeting of the Cissna Park Community Library District Board of Trustees to order at 4:02 p.m. on June 17, 2013, with the following trustees and administrators present: Charles Alt; Lynn Hasselbring; Donna Jean; Nancy Thompsen; Larry Hofbauer; Elaine Young; Rebekah Hoffman, Librarian; and Sandra Thomas, Library Assistant.

APPROVAL OF AGENDA

Nancy Thompsen made the motion, seconded by Charles Alt, to approve the Agenda as presented.
Vote: ayes, all. Motion carried.

APPROVAL OF MINUTES

Charles Alt made the motion, seconded by Elaine Young, to approve the minutes of the May 20, 2013 regular meeting with the following amendment: in the call to order, it should read Vice President Lynn Hasselbring called the meeting to order. Vote: ayes, all. Motion carried.

TREASURER'S REPORT – INVESTMENT POLICY REPORT

Mrs. Thompsen reported receipt of \$38.20 from petty cash and \$1876.49 from the State of Illinois, interest income of \$0.63, payment to the school in the amount of \$38,673.81 and a balance on hand of \$2,937.70 in the checking account. Our Now account balance is at \$40007.23, the CD balances are \$56,317.60, and \$25,000.00. We expect to receive payment of \$88,902.17 from taxes which will come in two installments. In conformance with our Investment Policy, all funds except Petty Cash are invested in insured accounts with the Cissna Park State Bank.

READING AND ALLOWANCE OF BILLS

Elaine Young made the motion, seconded by Lynn Hasselbring, to approve payment of the bills as presented. Roll call vote: Mr. Alt, yes; Mrs. Young, yes; Mrs. Seggebruch, absent; Mrs. Jean, yes; Mr. Hofbauer, yes; Mrs. Thompsen, yes; Mrs. Hasselbring, yes. Motion carried.

OPPORTUNITY FOR PUBLIC INPUT

None.

COMMUNICATIONS

In her Librarian's report, Ms. Hoffman said circulation was off in May due to the changeover to Polaris, the new automation system, which is working ok. In order to receive the Per Capita Grant, we will need to identify our strengths, weaknesses, opportunities, and threats at the July meeting, in order to report back to the State. Ms. Hoffman attended the Small Public Library Management Institute last week, and thanked the board for sending her. She also showed the many free items she received for the library.

In her Library Assistant's report, Mrs. Thomas stated that 120 children have been participating in the Summer Reading Programs, which started the first week of June and will continue until the end of June. Story Hour in the fall may have smaller numbers due to the large number of students beginning Kindergarten.

UNFINISHED BUSINESS

Lynn Hasselbring reviewed the procedure for voting on the budget and salaries with the board.

NEW BUSINESS

Lynn Hasselbring made the motion, seconded by Nancy Thompsen to create a website for the library. Roll call vote: Mr. Alt, yes; Mrs. Young, yes; Mrs. Seggebruch, absent; Mrs. Jean, yes; Mr. Hofbauer, yes; Mrs. Thompsen, yes; Mrs. Hasselbring, yes. Motion carried.

Charles Alt made the motion, seconded by Nancy Thompsen, to adopt the annual schedule of meetings as presented. The Board of Trustees will meet in the Library at 4:00 p.m. on the third Monday of July, August, September, November, March, May and June; and on the second Monday of January, and the fourth Monday of April. Vote: ayes, all. Motion carried.

Elaine Young made the motion, seconded by Charles Alt, to adopt the Prevailing Wage Ordinance and cause notice of same to be published in the Cissna Park News as required by law. Vote: ayes, all. Motion carried.

The Current Collection Development Policy was reviewed and discussed.

Mrs. Elaine Young was sworn in by Secretary Donna Jean.

ADJOURNMENT

Elaine Young made the motion, seconded by Charles Alt, to adjourn the meeting at 4:40 p.m. Vote: ayes, all. Motion carried.

Board President

Board Secretary