

VILLAGE OF MCFARLAND
Library Board Minutes
Monday, May 6, 2019 - 5:15 PM

1. CALL TO ORDER

Peter Sobol called the Library Board to order at 5:15 p.m. the E.D. Locke Public Library, meeting room 103.

Members present: Karin Mandli, Sharon Payne, Evan Richards, Peter Sobol, Ken Machtan, Mary Pat Lytle, Michael Shumway

Members not present: None

Staff Present: Heidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

a. Motion to approve the minutes of the April 1, 2019 meeting.

Motion by Ken Machtan, second by Village Trustee Mary Pat Lytle, to approve the minutes of the April 1, 2019 meeting. Motion carries 7 - 0 - 0 by acclamation.

b. Approval of the April 2019 general fund bills and trust fund bills.

Motion by Village Trustee Mary Pat Lytle, second by Evan Richards, to approve the April 2019 general fund bills and trust fund bills. Motion carries 7 - 0 - 0 by acclamation.

4. INFORMATION ITEMS

a. 2019 Budget Update

*b. Director's Report
Library systems report
Friends report
Endowment report*

c. Monthly Report

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

a. New board member terms begin

b. Board officers elected

The slate of officers was presented: Peter Sobol, President; Evan Richards, Vice-President; Ken Machtan, Treasurer/Secretary.

c. Creative Bug Database Quote

Motion by Village Trustee Mary Pat Lytle, second by Michael Shumway, to approve the Creative Bug Database Quote for \$1,000 to be paid from Friends donation account. Motion carries 7 - 0 - 0 by acclamation.

d. Washington Post Online Quote

Motion by Ken Machtan, second by Evan Richards, to approve Washington Post Online Quote for \$1200 from Friends donation account. Motion carries 7 - 0 - 0 by acclamation.

e. Shelving Quote

Motion by Karin Mandli, second by Sharon Payne, to approve Shelving Quote for \$13,487.75. Motion carries 7 - 0 - 0 by acclamation.

f. Meeting Room Chairs Quote

Motion by Village Trustee Mary Pat Lytle, second by Ken Machtan, to approve Meeting Room Chairs Quote for \$2,202.66 to purchase 10 new meeting room chairs and one chair dolly. Motion carries 7 - 0 - 0 by acclamation.

g. Ottoman for teen area quote

Motion by Evan Richards, second by Sharon Payne, to approve Ottoman for teen area quote for \$745.12. Motion carries 7 - 0 - 0 by acclamation.

h. Cameras and Door Access Quotes

Motion by Sharon Payne, second by Michael Shumway, to approve Cameras and Door Access Quote for \$19,316 with \$4316 coming from the Library Fund Balance account. Motion carries 7 - 0 - 0 by acclamation.

i. Waiving Fines and Fees

Motion by Village Trustee Mary Pat Lytle, second by Karin Mandli, to approve Waiving Fines and Fees for 45 accounts that were sent to the collection agency, that are more than five years old, and owe less than \$100. Motion carries 7 - 0 - 0 by acclamation.

j. Meeting Room Policy

Motion by Evan Richards, second by Sharon Payne, to approve Meeting Room Policy. Motion updates including: banning the use of open flames and hazardous materials; allowing businesses to use the meeting room for a fee; allowing organizations to close their meetings to the public for a fee; allowing for use of the Youth Services Meeting room by the public when the other meeting rooms are full. carries 7 - 0 - 0 by acclamation.

k. Public Computer Acceptable Use Policy

Motion by Karin Mandli, second by Village Trustee Mary Pat Lytle, to approve Public Computer Acceptable Use Policy updates including: no longer requiring a photo ID to obtain a guest pass and lowering the age for guest passes from 17 to 12. Motion carries 7 - 0 - 0 by acclamation.

l. Youth Services Library Job Description

Motion by Karin Mandli, second by Village Trustee Mary Pat Lytle, to approve Youth Services Library Job Description updates which included adding an age range of children that this position will be responsible for serving and coordination of youth activities with the Teen Librarian. Motion carries 7 - 0 - 0 by acclamation.

m. Young Adult Library Job Description

Motion by Evan Richards, second by Karin Mandli, to approve Young Adult Library Job Description Motion carries 7 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Village Trustee Mary Pat Lytle, second by Karin Mandli, to adjourn at 6:16

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Heidi Cox
Library Director