

VILLAGE OF MCFARLAND
Library Board Minutes

Monday, November 4, 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

Members not present: Michael Shumway

Staff Present: Heidi Cox

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

a. Motion to approve the minutes of the October 7, 2019 meeting.

Motion by Ken Machtan, second by Evan Richards, to approve Motion to approve the minutes of the October 7, 2019 meeting with one change (adding the attendance).

Motion carries 6 - 0 - 0 by acclamation.

The board moved immediately to item 5b 2020 McFarland Family Festival. Motion by Trustee Evan Richards, second by Mary Pat Lytle, to approve immediately move to agenda item 5b McFarland Family Festival. Motion carries 6-0-0 by acclamation.

b. Motion to approve the October 2019 general fund bills and trust fund bills.

Motion by Village Trustee Mary Pat Lytle, second by Evan Richards, to approve Motion to approve the October 2019 general fund bills and trust fund bills totaling \$23,255.78. Motion carries 6 - 0 - 0 by acclamation.

4. INFORMATION ITEMS

a. 2019 Budget Update

b. Director's Report

- 1. Library System Report*
- 2. Friends Report*
- 3. Endowment Report*

- c. Monthly Statistical Report

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- a. 2020 Budget
- b. 2020 McFarland Family Festival
Don Peterson gathered feedback and suggestions for the 2020 McFarland Family Festival.
- c. Board Book Shelving Quote
Motion by Evan Richards, second by Karin Mandli, to approve Board Book Shelving Quote \$1, 013.99 Motion carries 6 - 0 - 0 by acclamation.
- d. 2019 Goals Update
- e. 1000 Books Before Kindergarten Castle Quote
Motion by Evan Richards, second by Village Trustee Mary Pat Lytle, to approve 1000 Books Before Kindergarten Castle Quote for \$615.20 Motion carries 6 - 0 - 0 by acclamation.
- f. WiFi Access Points Quote
Motion by Evan Richards, second by Village Trustee Mary Pat Lytle, to approve WiFi Access Points of \$7051.02 Quote Motion carries 6 - 0 - 0 by acclamation.
- g. Digital Signage Quote
Motion by Village Trustee Mary Pat Lytle, second by Evan Richards, to approve Digital Signage Quote up to \$7371.30 Motion carries 6 - 0 - 0 by acclamation.
- h. Meeting Room AV Upgrade Quote
- i. Record Retention Policy
Motion by Evan Richards, second by Karin Mandli, to approve Record Retention Policy Motion carries 6 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Village Trustee Mary Pat Lytle, second by Karin Mandli, to adjourn at 6:50

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