

VILLAGE OF MCFARLAND
Library Board Minutes

Monday, December 2, 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: Peter Sobol, Evan Richards, Michael Shumway, Ken Machtan, Karin Mandli, Mary Pat Lytle, Sharon Payne

Members not present:

Staff Present: Heidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

a. Motion to approve the minutes of the November 4, 2019 meeting.

Motion by Evan Richards, second by Village Trustee Mary Pat Lytle, to approve the minutes of the November 4, 2019 meeting. Motion carries 7 - 0 - 0 by acclamation.

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

Motion by Karin Mandli, second by Ken Machtan, to approve the November 2019 general fund bills and trust fund bills Motion carries 7 - 0 - 0 by acclamation.

4. INFORMATION ITEMS

a. 2019 Budget Update

b. Library Director's Report

1. Library System report

2. Friends' report

3. Endowment report

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

a. Library Director 2020 Goals

Motion by Karin Mandli, second by Michael Shumway, to approve Library Director 2020 Goals Motion carries 7 - 0 - 0 by acclamation.

b. Vacation Carry Over

Motion by Evan Richards, second by Village Trustee Mary Pat Lytle, to approve Vacation Carry Over for Cox, Glaeser, and Lawrence. Motion carries 7 - 0 - 0 by acclamation.

c. Library Close Date for Staff Training

Motion by Ken Machtan, second by Sharon Payne, to approve to close the library on August 13, 2020 for Staff Training Motion carries 7 - 0 - 0 by acclamation.

d. Meeting Room Chair Quote

Motion by Ken Machtan, second by Karin Mandli, to approve the Meeting Room Chair Quote from Emmons Business Interiors for \$1,858.35. Motion carries 7 - 0 - 0 by acclamation.

e. Meeting Room Table Quote

Motion by Evan Richards, second by Michael Shumway, to approve the Meeting Room Table Quote from Emmons Business Interiors for \$8,779.20. Motion carries 7 - 0 - 0 by acclamation.

f. New York Times Online Quote

Motion by Karin Mandli, second by Evan Richards, to approve New York Times Online Quote for \$889.00. Motion carries 7 - 0 - 0 by acclamation.

g. RFI Pads Quote

Motion by Village Trustee Mary Pat Lytle, second by Ken Machtan, to approve RFI Pads Quote for \$4,613.80. Motion carries 7 - 0 - 0 by acclamation.

h. Meeting Room Technology Upgrade

Motion by Michael Shumway, second by Ken Machtan, to approve Meeting Room Technology Upgrade for \$2,674.05 Motion carries 7 - 0 - 0 by acclamation.

i. 2020 Budget

Motion by Village Trustee Mary Pat Lytle, second by Ken Machtan, to approve 2020 Budget Motion carries 7 - 0 - 0 by acclamation.

j. Space Needs Study RFP

Motion by Ken Machtan, second by Karin Mandli, to approve Space Needs Study RFP with changes (updating the timeline for a release in January 2020). Motion carries 7 - 0 - 0 by acclamation.

k. Wireless Printing Quote

Motion by Evan Richards, second by Michael Shumway, to approve Wireless Printing Quote Motion carries 7 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Village Trustee Mary Pat Lytle, second by Karin Mandli, to adjourn at 6:15pm

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

