VILLAGE OF MCFARLAND

Library Board Minutes

Monday, March 2, 2020 - 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: Evan Richards, Peter Sobol, Ken Machtan, Mary Pat Lytle, Michael Shumway

Members not present: Karin Mandli

Staff Present: Heidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

Cox read a letter from the McFarland Lion's Club thanking the library for their help with the radon kit sales event.

3. ACTION ITEMS

a. *Approval of the draft Minutes of the February 3, 2020 Library Board meeting.*
Motion by Evan Richards, second by Michael Shumway, to approve the draft Minutes of the February 3, 2020 Library Board meeting. Motion carries 5 - 0 - 0 by acclamation.

b. *Approval of the February 2020 general fund bills and trust fund bills*
Motion by Ken Machtan, second by Michael Shumway, to approve the February 2020 general fund bills and trust fund bills Motion carries 5 - 0 - 0 by acclamation.

4. INFORMATION ITEMS

a. *2019 Budget Update*

b. *2020 Budget Update*

c. *Director's Report*

1. *Library systems report*
2. *Friends report*
3. *Endowment report*

d. *Monthly report*

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

a. *Library Board Terms*

b. *Library Board Member Job Description*
Motion by Ken Machtan, second by Michael Shumway, to approve the Library Board Member Job Description Motion carries 5 - 0 - 0 by acclamation.

c. *Cell Phone Stipend Policy*
Motion by Village Trustee Mary Pat Lytle, second by Michael Shumway, to approve the Cell Phone Stipend Policy Motion carries 5 - 0 - 0 by acclamation.

d. *Bike Rodeo*
Motion by Ken Machtan, second by Michael Shumway, to approve closing the parking lot each year for the Bike Rodeo Motion carries 5 - 0 - 0 by acclamation.

e. *2019 Annual Report*
The 2019 annual report was reviewed.

f. *Library Bylaws*
Motion by Peter Sobol, second by Michael Shumway, to approve the updates to the Library Bylaws Motion carries 5 - 0 - 0 by acclamation.

g. *Sno Gem roof repair*
Motion by Village Trustee Mary Pat Lytle, second by Michael Shumway, to approve the Sno Gem roof repair quote for $4250 Motion carries 5 - 0 - 0 by acclamation.

h. *Fire Panel Update*
Motion by Peter Sobol, second by Michael Shumway, to approve the quote for the Fire Panel Update for $989.00 Motion carries 5 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Ken Machtan, second by Michael Shumway, to adjourn at 6:40

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