Call to Order
President Earl Thompson called the meeting to order at 6:32 PM at the library.

Roll Call
Present were Helen Mayberry, Earl Thompson, Peggy Stortz, Ginni Yarbrough, Rick Pariser, Heather Vincent, Dianne Allendorf, Rachel Lenstra, and Colleen Keleher.

Review of Agenda for Additions/Changes
Item #12 on the agenda, Unfinished Business, discussion of library hours was tabled until a later meeting. #13, bullet point for Resolution to authorize signers for bank accounts and lock box was removed

Citizen Comments
Tim Doser and Craig Albaugh were present. They asked that the Citizen Comments portion of the meeting be held later as the agenda does not indicate what specifically will be discussed at the meeting, so it is hard to comment on something they do not have any previous information about. Its current placement on the agenda was to give attendees the opportunity to leave after commenting if they did not want to stay for the entire meeting. The order of the agenda is part of the By-Laws and would need to be changed there if the order is changed. Citizen’s Comments will be entertained prior to the closed session on the agenda this evening.

Consent Agenda
In regard to the Kone payment, it is the once yearly amount for elevator maintenance. In regard to Fregal, Friends is considering doing away with this due to lack of use and purchasing Ancestry.com instead. Ginni moved to approve the items on the Consent Agenda including the Minutes of the Regular 5/15/18 Meeting and the Special Meeting of 5/31/18, Bills Payable for 5/23 and 5/31/18, and the May 2018 statistics. Rick seconded the motion which carried.

Financial Report
It was noted that the reports from Wagner were received late again. In regard to this, it was discussed that on-line banking would allow the information needed for the reports to be transmitted to Wagner’s earlier. If the board was provided with tablets, the information could then be transmitted electronically to the board also. Colleen will also provide Wagner’s with the updated amounts of the 4 CDs renewed at Dupaco. Rick moved to accept the Financial Report as presented. Ginni seconded and the motion carried.
**Treasurer’s Report**  
The Klein/Wachter CD was renewed at Dupaco for 45 months at 3% and the Endowment CD was renewed for 3/10% for 45 months.

**Librarian’s Report**  
Ginni moved to appoint Earl to serve as the board’s Open Meetings Act Officer. The motion was seconded by Heather. Motion carried.
Rachel reported that Marvin has replaced almost all light bulbs with LED bulbs for a cost savings of $529.00 annually not including the rebates.
The calendar for July was shared.

**Board President’s Report**  
The Strategic Planning meeting for July will be rescheduled in the fall after the new director is in place.
In an effort to make our meetings more efficient and productive, all minutes from committees and any other items that need to be reviewed before the board meeting should be submitted to the director by the Wednesday prior to the meeting, and not later than Thursday night, so that they can all go out in the board packet. The items should be noted as a “Draft” in case there are errors that need to be addressed at the meeting.

**Friends**  
Peggy attended the last meeting.  
Raffle tickets are being sold for the Book Sale.  
The Annual Meeting will be held June 24th.  
Friends meetings will be held on the 2nd Tuesday of the month in the upstairs meeting room at Midwest Medical Center at 4:00 PM beginning with the July meeting.

**COMMITTEE REPORTS**

**Building & Grounds**  
The general survey is already out. The patrons’ survey will begin on this coming Thursday and stakeholders’ interviews will begin on Friday.

The ad hoc committee for the Historical Room will meet on June 21st at 10:00 AM at the library. A mission statement will be determined and goals will be prioritized.
Northern Micrographics is coming on June 27th & 28th. The Gazette will be invited to this meeting also.

There is concern about the condition of the glass tiles on the fireplace in the Children’s Library. For the time being it Marv will cover it with Plexiglas for protection, but a glass conservator will probably need to be contacted for restoration. The tiles were made by a company in Chicago.
Finance

Policy
The committee will meet on 7/9 at 3:30 PM to create a policy for incident reports. Helen moved to adopt an interim policy stating that following an incident report going to the director the director will share the report with the board president and meet with those concerned. The director and the board president will meet with the person(s) involved to discuss how to work towards a solution. All incident reports must remain confidential. Second by Heather. Motion carried.

Heather moved to approve the Hot Spot Check-Out Policy with the revision of the late fee from $0.25 per day to $2.00 per day. Helen seconded and the motion carried. The Hot Spots can be turned off remotely also.

Human Resources
See minutes of 6/19/18.

Marketing & Programming
Peggy thanked everyone involved for their support and work on the Family Festival.

The Mesquaki presenter did not charge for his program, and attendance was great.

Ginni moved to accept the board statement to patrons regarding the inability to always provide a quiet space during programs held during open hours. Heather seconded and the motion carried.

Strategic Plan

Unfinished Business

New Business
Heather moved to accept the policy regarding online banking at Illinois Bank & Trust. Second by Ginni. Motion carried.

Choctaw Energy Limited Partnership has presented a proposal to buy the mineral rights to our oil wells in Richland County, Montana. We are waiting to hear back from them with and offer. We need to find the original certificates and will bequest (in the safe deposit box?) to be sure they can even be sold.

Helen moved and Ginni seconded to designate Rachel as the Freedom of Information Act officer pending her completion of the training. Motion carried.

Heather moved and Ginni seconded to use the tax bill method for structuring the non-resident fee for fiscal year 2019. Motion carried.
Helen moved and Ginni seconded to pass the Prevailing Wage Ordinance for fiscal year 2019. Motion carried.

The board will continue to research providing tablets to board members. Peggy suggested that if they are purchased, board members have a library email account and the tablets be used only for library business as the tablets will be passed on as new board members come on.

Hiring someone to take and prepare minutes of board meetings was tabled.

Rick volunteered to prepare a synopsis of Robert’s Rules of Order, but board members were encouraged to get a copy for review.

Citizen Comments
Craig suggested that a brief synopsis of each item on the agenda be included so that citizens can voice concerns/suggestions at the time designated before the meeting. As previously discussed, it is hard for citizens to comment if they don't know to what items are referring. He also said that committee reports, etc., distributed as part of the board packet can be marked “Draft” in case corrections are needed.

Peggy moved to enter closed session at 8:05 PM to consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body. Ginni seconded and motion carried.

The board returned to regular session at 9:05 PM.

Ginni moved and Heather seconded to accept the letter of resignation from Library Director Rachel Lenstra. Motion carried.

Heather moved and Helen seconded to form an ad hoc hiring committee consisting of Ginni and Rick with Helen to serve in an advisory resource capacity. Motion carried.

Ginni moved to reinstate Colleen as interim director. Motion carried following a second by Heather.

Rick moved to approve pay increases of $17.50/hour for Marvin Holland and $16.35/hour for Colleen Keleher and 2.5% for all other staff. Second by Ginni. Motion carried.

Items for the next agenda

Announcements
Rick shared a thank you note received from visitors to town who had attended the Family Festival.

Earl expressed the board’s thanks to Rachel for all she does.

Rick moved to adjourn the meeting at 9:37 PM. Heather seconded. Motion carried.

Respectfully submitted,

Dianne Allendorf
Dianne Allendorf
Secretary

The next meeting will be held on Tuesday, July 17 at 6:30 PM at the library.