

The Village of Phoenix Library District Monthly Meeting Minutes – 07/28/18

**Meeting Call to Order: 10:13AM**

Roll Call: Trustee Dudley-Present: Trustee P. Harris – Present: L. Wells – Present: Trustee E. Loggins - Present: - Trustee E. Proctor-Harris - Present: - Trustee M. Mahaffey

Absent: Trustee T. Harper –

**Moment of Silence:**

Moment of silence was delivered by Trustee E. Proctor-Harris

**Reading of previous meeting minutes:**

Motion to Approve Previous Minutes – Trustee E. Proctor-Harris

Second Motion to Approve Previous Minutes: Trustee G. Dudley

Roll Call: Trustee Dudley: Trustee P Harris: Trustee L. Wells: Trustee E. Loggins: Trustee E. Proctor-Harris: Trustee M. Mahaffey

– All Yes

**Correspondence:**

No Correspondence to report for this session.

**Library Director’s report:**

Director’s report was reviewed this session and Trustee E. Proctor-Harris will follow up with the staff to give feedback on contents within the report.

**Friends of the Library:**

No meeting scheduled at this time. The fundraiser was successful, \$244.50 was raised. The friends of the library will review this schedule to determine the next fundraiser date.

**Finance Report: Treasurer and Finance Secretary:**

<b>Balance: \$ \$12,367.53 as of 7-28-2018</b>		
<b>Expenses:</b>	<b>Amount:</b>	<b>Comments</b>
AT&T	\$92.73	July's bill
South Holland school district 2 <sup>nd</sup> quarter installment	\$5,500.00	
<b>Total:</b>	<b>\$5,592.73</b>	

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Motion to approve payment of bills – Trustee E. Loggins

Second Motion to approve payments: Trustee M. Mahaffey

Roll Call: Trustee Dudley: Trustee P Harris: Trustee L. Wells: Trustee E. Loggins: Trustee E. Proctor-Harris: Trustee M. Mahaffey

– All Yes

### **Outstanding Bill:**

There were no outstanding bills.

### **Old Business:**

Per capita report - equalization grant: Trustee E. Loggins will be forwarding Trustee L. Wells additional information to complete the report.

Safety Day will be discussed at our next board of trustee meeting. Safety Day is scheduled for September 22, 2018.

The Library Board discussed next year's safety Day and will be reaching out to the Village of Phoenix to combine our event with the Village's back to school event.

The Library Board will be reaching out to our local businesses requesting sponsorship for Safety Day

### **New Business:**

Insurance coverage policy – the Library Board of Trustees was presented a quote for insurance coverage. The Library Board of Trustees agreed to accept a quote in the amount of \$1,380.

Motion to accept and approve payment of insurance – Trustee L. Wells

Second Motion: Trustee E. Proctor-Harris

Roll Call: Trustee Dudley: Trustee P Harris: Trustee L. Wells: Trustee E. Loggins: Trustee E. Proctor-Harris: Trustee M. Mahaffey

– All Yes

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### **Newsletter:**

The library sent their newsletter contents/articles to the Village of Phoenix to be included in their newsletter.

### **Book Club:**

The next meeting is scheduled for September 18, 2018.

### **Meeting adjourned: 11:11AM**

- Next meeting August 25, 2018

Motion to adjourn by Trustee E. Proctor-Harris

Motion Second by Trustee E. Loggins

Roll Call: Trustee Dudley: Trustee P Harris: Trustee L. Wells: Trustee E. Loggins: Trustee E. Proctor-Harris: Trustee M. Mahaffey

– All Yes - Meeting adjourned