

The Village of Phoenix Library District Monthly Meeting Minutes – 9/24/16

**Meeting Call to Order: 10:27AM**

Roll Call: Dudley-Present: Loggins - Present: Proctor Harris - Present: P Harris – Present: L. Wells – Present: Buckner - Present

Absentees – Trustee Mahaffey

Moment of Silence:

**Moment of Silence:**

Trustee Proctor – Harris

**Reading of previous meeting minutes:**

Motion to Approve Previous Minutes – Trustee P. Harris

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

Roll Call: Loggins: Proctor Harris: P Harris: Dudley: Buckner – All Yes

L. Wells - Pass

***Minutes for Meeting Dated September 24, 2016 Approved.***

**Correspondence:**

The library sometime receive job postings; any job postings received they will be scanned and posted to the Library's website for public access.

Motion to approve Correspondence – Trustee Loggins

Second motioned to approve – Trustee P. Harris

Roll Call: Proctor Harris: P Harris: Dudley: Buckner: Wells; Loggins – All Yes

***The motion was approved.***

**Library Director's report: No Report**

We are requesting that the Library's Director Report be updated to reflect a detailed allocation report of petty cash and the development of a procedure for the follow-up of outstanding books.

**Friends of the Library:**

No report during this period. One new member was added to the committee.

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

<b>Balance: \$33,675.19 as of August 31, 2016</b>		
Expenses:	Amount:	Comments
AT&T	\$75.82	September's Bill
<b>Total:</b>		

Motion to approve to pay current expenses by Trustee Loggins

Second motion to approve the proposed payment of bills – Trustee P. Harris

Roll Call: Proctor Harris: P Harris: Dudley: Buckner: Wells; Loggins – All Yes

***The motion to pay current expenses was approved by the Board of Trustees.***

Outstanding billing –

No outstanding bills at this time to be discussed with the Board of Trustees.

**Old Business:**

There is a pending lawsuit, Trustee Martina Mahaffey will be following up with the attorney for status and reporting back to the Trustees.

Insurance application: The Friends of The Library will be included in the coverage. The application is being completed and submitted today.

IPLR Update: we will begin to work on next year's report: this preparation will ensure that all information required for the report is available and completed timely.

Motion to approve Old Business – Trustee Loggins

Second motioned to approve – Trustee Proctor-Harris

Roll Call: Proctor Harris: P Harris: Dudley: Buckner: Wells; Loggins – All Yes

***The motion was approved.***

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**New Business:**

It was suggested that the library invest in the purchase of a newspaper subscription. The suggestion was given to the library board of trustees for vote.

Motion to approve the purchase of the newspaper subscriptions – Trustee Dudley

Second motioned to approve – Trustee Proctor-Harris

Roll Call: Proctor Harris: P Harris: Dudley: Buckner: Wells; Loggins – All Yes

***The motion was approved.***

**Newsletter –**

**Pending:**

**Articles: Safety Day**

**Family Reading Night**

**Dates: 10-17-16**

**11-21-16**

**12-19-16**

**Meeting adjourned: 11:30AM**

**- Next meeting: 10-29-16**