

**PHOENIX PUBLIC LIBRARY
BOARD OF TRUSTEES**

**Minutes of meeting held July 26, 2014, at 10:00 a.m. at the Phoenix Public Library,
15500 8th Avenue, Phoenix, IL 60426**

The meeting was called to order by Trustee Wells at 10:16 a.m. by roll call.

Present – Trustees Buckner, Carter, Dudley, Harris, Wells, Loggins and Mahaffey

Absent – None

President’s Report – Trustee Harris announced the hire of two clerks, Gina Carraway and Sharmin Bartholomew. They will split the evening part-time hours. The summer workers passed out flyers from the Healthcare Consortium. They will be hosting a Parent Café on Wednesday, July 30th from 5 – 8:30 p.m. Trustee Harris will be in attendance from 4:30 til 6:00 and Trustee Wells will be here from 6:00 til 8:30. These meetings rotate sites. The summer workers are working out well. The Spanish classes have also gone well; there are 5 kids and about 8 adults in the classes. Trustee Harris also suggests that we begin meeting monthly with our clerks to discuss what’s going on. These meetings will rotate between board members and Trustee Harris will create a schedule. Dr. Hill stated that her budget allows for her to pay the clerks during intercession for any enrichment programs. One program that will be created is Homework Help- Our pilot program will begin with 4th graders and will eventually be rolled out to all levels.

Librarian Report – See Attached

Minutes – Minutes of meetings held June 28, 2014 were presented.

Motion to approve minutes with corrections was made by Trustee Harris; 2nd by Trustee Loggins. Motion approved by unanimous roll call vote.

Nicole Pollard, clerk, will be keeping the website updated. Trustee Mahaffey will send minutes dating from September 2013 to present to her.

Friends of the Library – On August 8th a yard sale at the home of Mr. John Banks will be held from 8 a.m. til 5 p.m. All proceeds benefit the Friends of the Library.

Bricks will be added to the wall when there are 5 or more to add. Trustee Carter purchased a refrigerator for the library. Trustee Buckner will donate a flat screen tv for the children’s area. Motion made by Trustee Loggins and 2nd by Trustee Carter for the purchase of a 12x12 brick. Motion approved by unanimous roll call vote. All board members names will be added in alphabetical order.

Finances

Treasurer’s Report – Current Balance as of June 30, 2014 = \$39,616.23

Bills – AT&T

\$85.28

Trustee Harris spoke with AT&T regarding the increase in our bill. We are now on the BLCA Package which expires yearly and we must request. Beginning in August our bill will return to \$61.00

Motion to bills made by Trustee Harris; 2nd by Trustee Wells. Motion approved by unanimous roll call vote.

Old Business – Kathy Loggins donated school supplies for Back to School day. Trustee Loggins purchased a thank you card to be sent. Trustee Loggins will use petty cash to purchase candy for the parade and the table during the Annual Phoenix Fest. We will also give away free books.

New Business – Back to School the Safe Way Fair

Annual fair will be August 30th from noon til 2 p.m. Thornton Township will provide book bags for us to giveaway. Each board member should purchase a special book bag; fill it with supplies for our raffles. Also, each board member will be responsible for the same food donations as last year. Marie White, with Western Southern Life Insurance will give a donation. The police department will be on hand to do ID's and the Fire Department will bring the Smokehouse. We will further discuss at next month meeting.

Motion to adjourn meeting made by Trustee Harris; 2nd by Trustee Carter.
Meeting adjourned by unanimous roll call vote at 11:32 a.m.

The next meeting of the Phoenix Public Library Board of Trustees will be held Saturday, August 23rd , at 10:00 a.m. at the Phoenix Public Library.

**PHOENIX PUBLIC LIBRARY
BOARD OF TRUSTEES**

Minutes of meeting held March 22, 2014, at 10:00 a.m. at the Phoenix Public Library, 15500 8th Avenue, Phoenix, IL 60426

The meeting was called to order by Trustee Wells at 10:12 a.m. by roll call.

Present – Trustees Buckner, Wells, Loggins and Mahaffey

Absent – Trustees Carter, Dudley, Harris

Approval of Agenda – Motion made by Trustee Buckner; 2nd by Trustee Loggins was made to approve the agenda. Motion approved by unanimous vote.

Communications –

The Library Board received a letter from the ECHO Joint Agreement Foundation requesting a donation for their 1st Annual ECHO Family 5K; Run, Walk and Roll on April 26th. Motion made by Trustee Buckner; 2nd by Trustee Mahaffey to donate \$50. Motion Approved by unanimous vote.

BOLC News

- a. Directors Report** – See Attached for report for Director Kaleena Woodard. Our current library cards weren't being accepted by some libraries because the expiration date was not on the card. As patrons come in, the expiration date is being added. We need to continue to look for new card options. Currently adding the expiration date is satisfactory. One patron was barred from the library because they didn't want to leave during the 2:30 closing period. Presently Kaleena is alone during the day. It should always be two people in the library. Trustee Mahaffey will speak with Chief Johnson about having an officer in the building during closing. We will also look to hire someone for mornings.
- b. Friends of the Library** – See attached for the Friends of the Library report.

Minutes – Minutes of meetings held February 22, 2014 were presented.

Motion to approve minutes was made by Trustee Buckner; 2nd by Trustee Loggins.

Motion approved by unanimous roll call vote.

Finances

Treasurer's Report – Current Balance as of March 18, 2014 = \$31,527.08

Bills – None Submitted

Per the directors report the library must purchase two books;

Serving Our Public 3.0: Standards for Illinois Public Libraries 2014 \$30.00

Illinois Library Laws and Rules in Effect October 2012 \$40.00

Motion to approve purchase of books made by Trustee Mahaffey; 2nd by Trustee Loggins. Motion approved by unanimous roll call vote.

Old Business – Book Club watched 12 Years a Slave. Discussion will continue on the 1st Thursday in April.

New Business – National Library Week April 14th – 19th

The library will have giveaways all week for all patrons and also special bags for new card applicants. Saturday will be the big day with book signings. Currently 4 authors have committed – Lonzell Cross, Shirley Leonard, Angela Michelle James and Nesor Ali. This week will also be a DVD donation drive and fee amnesty. Raffle for all those that donate a new DVD. Raffle prizes include a Kindle Paperwhite, a Galaxy Tablet donated by the FOPL and gift cards. Trustee Mahaffey will work on a sign, bookmarks, and donation letters and will contact the Chiefs. Trustee Loggins will fill the donation bags. Trustee Wells will contact Mrs. Bradley for the information to go in the BIDE and will also handle refreshments.

Motion to adjourn meeting made by Trustee Wells; 2nd by Trustee Buckner.

Meeting adjourned by unanimous roll call vote at 11:34 a.m.

The next meeting of the Phoenix Public Library Board of Trustees will be held Saturday, April 26, at 10:00 a.m. at the Phoenix Public Library.

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**PHOENIX PUBLIC LIBRARY
BOARD OF TRUSTEES**

Minutes of meeting held February 22, 2014, at 10:00 a.m. at the Phoenix Public Library, 15500 8th Avenue, Phoenix, IL 60426

The meeting was called to order by President Harris at 10:06 a.m. by roll call.

Present – Trustees Carter, Buckner, Dudley, Harris, Wells, Loggins and Mahaffey

Absent – None

Communications –

The Library Board received a Thank You card from Trustee Carter.

BOLC News

- a. Directors Report** – See Attached for report for Director Kaleena Woodard. Trustee Harris will look into having a scanner/fax machine for the office staff to use for patrons. Purchasing cartridges should come out of petty cash. Trustee Mahaffey will get card to send to the Markham Public Library, thanking them for their donations. April 14th is National Library Week. Ms. Woodard discussed a DVD Drive for that week, along with a book fine amnesty program. DVD donation will wipe off late fines for patrons. Trustee Mahaffey will work along with Ms. Woodard to make National Library Week special. Our website has errors that need to be corrected. We will contact Keith Freeman to clean these up. We will also seek Keith's assistance to do a robo call for dates that the library is closed due to emergencies and also for special events. The Phoenix Public Library website is phoenixlibrarydistrict.org. The school district also has a link to the library which is bolc.shsd151.org.
- b. Friends of the Library** – Trustee Dudley indicated there is nothing to report for the Friends of the Library. They will meet next month.

Minutes – Minutes of meetings held January 29, 2014 were presented.

Motion to approve minutes of meeting with the necessary corrections was made by Trustee Harris; 2nd by Trustee Loggins. Motion approved by unanimous roll call vote.

Correction to indicate Trustee Mahaffey was absent from the prior meeting.

Finances

Treasurer's Report – Current Balance as of February 21, 201 = \$30,773.39

Bills

AT&T Monthly phone bill	\$61.72
Golden Age Club donation	\$100.00
Library Personnel bill from SD151	\$3,958.50
<u>Klein, Thorpe and Jenkins - legal</u>	<u>\$312.00</u>
Grand total of amount due for bills	\$4,432.22

Motion to approve bills made by Trustee Loggins; 2nd by Trustee Dudley

Motion approved by unanimous roll call vote.

Trustee Harris will provide hours the library will be open during Intercession. The board should also consider opening on Friday evenings in the future.

Old Business– Trustee Harris has provided the auditor with the Articles of Agreement, the Intergovernmental Agreement, Bills and Bank Statements for the fiscal years 2010-2011; 2011-2012 and 2012-2013.

New Business – For the first time, the library has received the Equalization Aid Grant in the amount of \$6,746.49. We have also received the per capita grant in the amount of \$2,455.

Trustee Carter indicated that board members will receive via email the Statement of Economic Interest. This must be completed by May 1 in order to avoid being fined.

Motion to adjourn meeting made by Trustee Harris; 2nd by Trustee Buckner.
Meeting adjourned by unanimous roll call vote at 11:34 a.m.

The next meeting of the Phoenix Public Library Board of Trustees will be held Saturday, March 22, at 10:00 a.m. at the Phoenix Public Library.

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**PHOENIX PUBLIC LIBRARY
BOARD OF TRUSTEES**

Minutes of meeting held December 14, 2013, at 10:00 a.m. at the Phoenix Public Library, 15500 8th Avenue, Phoenix, IL 60426

The meeting was called to order by President Harris at 10:00 a.m. by roll call.

Present – Trustees Wells, Dudley, Harris and Mahaffey

Absent – Trustees Buckner, Carter and Loggins

Others in Attendance – Kaleena Woodard – Library Director

Agenda – Motion to approve agenda made by Trustee Harris; 2nd by Trustee Wells.
Motion approved by unanimous vote.

Minutes – Motion to approve the minutes of the meeting held October 26, 2013 was made by Trustee Mahaffey; 2nd Trustee Dudley. Motion approved by unanimous vote.

Library Directors Report – Please find attached the report received from the Library Director, Kaleena Woodard.

Other issues from the director;

The Board decided on an early close on New Year’s Eve; no evening hours.

The Board discussed ways to get the kids involved in the various activities.

Treasurer’s Report – Current Balance = \$32,575.86

Outstanding Bills

AT&T bill due September, 2013

\$61.58

Grand Total of Outstanding bills \$61.58

Motion to approve outstanding bills made by Trustee Mahaffey; 2nd by Trustee Wells.
Motion approved by unanimous vote.

The next bill for library personnel will be coming soon.

Also, Willie Pittman will be conducting an audit for the years 2011, 2012 and 2013. This is another bill that we should anticipate.

Trustee Loggins turned in \$85.00 in petty cash. She will need to keep track of these funds. It is suggested that these funds be used to offer kids incentives such as gift cards to McDonalds, etc.

Old Business

Friends of the Phoenix Library – No report for this meeting. They are currently working on getting their 501©3 status. Their next meeting will be in January.

Book Club – No Report

New Business

We have to volunteer applications to approve, Dyfrieda Fisher and Jannie Beasley. Ms. Fisher has cleared all background checks and Ms. Beasley is the former secretary for Mayor Wells. Motion to approve applicants made by Trustee Harris; 2nd Trustee Wells. Motion approved by unanimous vote.

Motion to adjourn meeting made by Trustee Harris; 2nd by Trustee Dudley
Meeting adjourned by unanimous roll call vote at 10:55 a m.

**The next meeting of the Phoenix Public Library Board of Trustees will be held
Saturday, January 25, 2014, at 10:00 a.m. at the Phoenix Public Library.**

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**PHOENIX PUBLIC LIBRARY
BOARD OF TRUSTEES**

Minutes of meeting held October 26, 2013, at 10:00 a.m. at the Phoenix Public Library, 15500 8th Avenue, Phoenix, IL 60426

The meeting was called to order by President Harris at 10:19 a.m. by roll call.

Present – Trustees Buckner, Carter, Loggins, Dudley, Harris and Mahaffey

Absent – Trustee Wells

Others in Attendance – Kaleena Woodard

Minutes – Motion to approve the minutes of the meeting held September 28, 2013 was made by Trustee Harris; 2nd Trustee Loggins. Motion approved by unanimous vote.

Library Directors Report – Please find attached the report received from the Library Director, Kaleena Woodard.

Other issues from the director;

The library will be showing **The Polar Express** on December 14th from 1 – 3 p.m.

Donations for the movie – Cookies – Trustee Carter, Cocoa – Trustee Harris, Cups – Trustee Buckner, Tablecloths – Trustee Mahaffey.

Motion to approve the movie and events Trustee Harris; 2nd Trustee Carter. Motion approved by unanimous vote.

With the passing of the conceal and carry handgun law in Illinois, the board has decided that handguns will not be allowed on the premises. Trustee Mahaffey will print out a picture indicating no guns allowed to have it posted on the door. Motion was made by Trustee Harris to prohibit guns in the library; 2nd by Trustee Loggins. Motion approved by unanimous vote.

Ms. Woodard will speak with the district regarding external lighting because it is very dark in the front of the building.

When books are taken out through RAILS patrons are not charged for late fees. The clerks will add a card to these that state if the book is not returned, the patron will be charged a late fee of \$5.00 plus the cost of the book.

Trustee Mahaffey confirmed there will be an officer stationed at the library on Halloween.

Madison will host Family Reading Night on November 7th from 6:30 to 7:30 p.m. They are asking for someone to be there to sign up residents for library cards. Trustee Mahaffey will email the flyer previously used for library card signup to Ms. Woodard.

Financial Secretary – Trustee Wells has received the Time Table Calendar from Klein Thorpe for the year.

Mayor Wells has offered the services of the villages grant writer to work on the Back to Books grant. Motion to approve these services made by Trustee Dudley; 2nd Trustee Loggins. Motion approved by unanimous vote.

Finances

Treasurer's Report – Current Balance = \$35,914.46

Balance as of September 26, 2013 = \$35,679.21

Outstanding Bills

AT&T bill due September, 2013	\$61.61
Follett for Bar Codes	\$146.76
School District 151 – Personnel 7/3 – 9/27	<u>\$4,434.71</u>
Grand Total of Outstanding bills	\$4,643.08

Motion to approve bills made by Trustee Loggins; 2nd Trustee Dudley. Motion approved by unanimous roll call vote.

Letter received from the Village of Phoenix seeking a donation for the Halloween Party at the Multi Purpose Center received. Motion was made by Trustee Loggins to donate \$100 to the party; 2nd by Trustee Dudley. Motion approved by unanimous vote.

The Library has received a check for \$157.92 from Gateway for overpayment.

Old Business

Friends of the Phoenix Library – See attached report from Trustee Dudley

Book Club – Thursday, November 7th at 6:30 p.m. at the Multi Purpose Center. Maintenance Man 2 by Michael Baisden is the book for the month. Trustee Mahaffey will provide refreshments. It was suggested that the book club be moved to the library.

New Business

Family Reading Night – Trustee Harris provided the details for Family Reading Night, November 16th at 3 p.m. Mrs. Victor will again volunteer.

Jerry Cox from 4-H will have a table set up.

Everyone should arrive no later than 2 p.m.

Motion to adjourn meeting made by Trustee Harris; 2nd by Trustee Mahaffey

Meeting adjourned by unanimous roll call vote at 11:06 a.m.

The next meeting of the Phoenix Public Library Board of Trustees will be held Saturday, November 23, at 10:00 a.m. at the Phoenix Public Library.

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**PHOENIX PUBLIC LIBRARY
BOARD OF TRUSTEES**

Minutes of meeting held September 28, 2013, at 10:00 a.m. at the Phoenix Public Library, 15500 8th Avenue, Phoenix, IL 60426

The meeting was called to order by President Harris at 10:19 a.m. by roll call.

Present – Trustees Buckner, Dudley, Wells, Harris and Mahaffey

Absent – Trustees Carter, Loggins

Others in Attendance – None

Approval of Agenda – Motion to approve the agenda with the necessary corrections made by Trustee Harris; 2nd Trustee Wells. Motion approved by unanimous roll call vote.

Minutes – Trustee Mahaffey did not present minutes. She indicated she will email them out to everyone. She will also speak with the technician about posting the minutes on the website, changing the address that's posted on the website and adding a calendar of events.

Library Directors Report – Please find attached the report received from the Library Director, Kaleena Woodard.

Other issues from the director;

Dixmoor residents are coming in requesting library cards. The Phoenix Library does not have an agreement with Dixmoor. Our clerks should direct them to the Robbins library.

Also, a Dixmoor board member would like to attend one of our monthly meetings.

Other libraries have been questioning the Phoenix Library cards. If the library calls Kaleena will verify the status of our patrons. In the future our cards will indicate and expiration date.

High school students are complaining about the afternoon opening times. This type of issue should be handled by the library committee.

Motion made by Trustee Harris; 2nd by Trustee Dudley to approve an early close on Thanksgiving Eve and New Year's Eve. Motion approved by unanimous roll call vote.

Trustee Mahaffey will contact Chief Johnson and ask for an officer to be posted at the library for the evening hours on Halloween.

Finances

Treasurer's Report – Balance as of August 31, 2013 = \$32,942.29

Balance as of September 26, 2013 = \$35,679.21

Outstanding Bills

AT&T bill due September, 2013

\$61.61

Grand Total

\$61.61

Motion to approve bills made by Trustee Harris; 2nd Trustee Mahaffey. Motion approved by unanimous roll call vote.

The Friends of the Library reimbursed the Library Board \$516.08 for the purchase of DVD's.

Old Business

Friends of the Phoenix Library – See attached report from Trustee Dudley

ILPLAR – Not complete needs to be filed.

Multi Purpose Center Computer Lab – Will be kept open and run by the Phoenix Library Board for people over the age of 40.

New Business

Computer Training – Phoenix resident Randall Poindexter has volunteered to host a computer training session for seniors at the computer lab. Seniors should register with Mr. Sanford at the village hall.

Donations – Gentlemen Plus Social Club would like to make a donation to the library. Trustee Mahaffey will coordinate their donation. Suggestions included subscriptions to newspapers and magazines.

Volunteers – The Top Ladies of Distinction has adopted the Phoenix Library to donate their time and services. The board needs to develop ideas for their services.

Family Reading Night – Family Reading Night will be held in November. Trustee Harris will update the board at its October meeting with details.

Other – Trustee Harris will meet with the representatives from Gateway regarding faxing and scanning capabilities on our printer.

Motion to adjourn meeting made by Trustee Mahaffey; 2nd by Trustee Wells
Meeting adjourned by unanimous roll call vote at 11:15 a .m.

The next meeting of the Phoenix Public Library Board of Trustees will be held Saturday, October 26, at 10:00 a.m. at the Phoenix Public Library.

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