

## The Village of Phoenix Library District Monthly Meeting Minutes – 10/28/17

### Meeting Call to Order: 10:01AM

Roll Call: Trustee Dudley-Present: Trustee Loggins - Present: Trustee Proctor Harris - Present: Trustee P Harris – Present: Trustee T. Harper - Present

Absent: Trustee M. Mahaffey: Trustee L. Wells

### Moment of Silence:

Trustee Proctor – Harris

### Reading of previous meeting minutes:

Motion to Approve Previous Minutes – Trustee G. Dudley

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

Roll Call: Trustee Dudley: Trustee Loggins: Trustee Proctor-Harris: Trustee P Harris: Trustee T. Harper:

– All Yes

***Minutes for Meeting Dated September 23, 2017 Approved with modifications.***

### Correspondence:

There was no correspondence to be discussed during this session.

### Library Director's report:

The library's Director presented the Board of Trustees a behavioral report for approval. The Board of Trustees requested the library director to check with the state of Illinois to see if there is a hard copy version of the report available.

The Board of Trustees would like the library staff to review and present an amnesty program to encourage patrons to return books and articles checked out of library. In addition, the library is to continue collecting late fees for items returned after the due date.

The Library Board is requesting an update on the status of follow-ups made by the staff in an effort to collect outstanding books and fees.

### Friends of the Library:

There is a request for payment of \$1,027.49 for the reimbursement of barcode and books. This request has been reviewed and will be paid.

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

<b>Balance: \$16,394.72 as of September 30, 2017</b>		
<b>Expenses:</b>	<b>Amount:</b>	<b>Comments</b>
AT&T	\$141.25	October's Bill
J. Signs	\$75.00	
Reptile Man	\$250.00	Family reading night
Maintenance expense	\$40.00	Family reading night
Gift cards	\$175.00	Staff appreciation
<b>Total:</b>	<b>\$681.25</b>	

Motion to approve to pay current expenses by Trustee Loggins

Second motion to approve the payment of bills – Trustee E. Proctor- Harris

Roll Call: Trustee Dudley: Trustee Loggins: Trustee Proctor-Harris: Trustee P Harris: Trustee T. Harper:

– 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.

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### **Old Business:**

The Board of Trustees reviewed current the current Technology and Craft programs that is being sponsored by the library to determine future scheduling. The Board of Trustees determined that the computer classes would begin again in the spring of 2018. This decision was determined based on current participation and consideration of citizen winter travel.

Going forward the Board of Trustees would like a written summary including a participant's survey for all classes offered by the Phoenix Public Library. This will give participants an opportunity to share their feedback and suggested improvement to the program.

Motion to approve Old Business – Trustee P. Harris

Second motioned to approve – Trustee T. Harper

Roll Call: Trustee Dudley: Trustee Loggins: Trustee Proctor-Harris: Trustee P Harris: Trustee T. Harper:

– All Yes

***The motion was approved.***

### **Special Guest:**

Mrs. Buckner, the daughter of late Trustee Jessica Buckner would like to donate a picture of her mother which will be placed on the walls at the Phoenix Public Library. Mrs. Buckner has suggested to the library that monies collected from her mother's trust will be donated to the Phoenix Public Library in the form of enhancements to the library and the community. It was suggested that we research the pricing for an outside monitor to be placed in front of the library. This monitor will be used to display events and messages from the library. The library board will obtain quotes and submit them to Mrs. Buckner for approval.

### **New Business:**

The Library Board of Trustees discussed the annual report (5013C) which should be completed yearly and submitted to the state. The Library Board of Trustees is working to establish a process and procedure to be implemented going forward.

Staff- Anna will be working on Saturdays giving craft classes and she will continue to work on the Newsletter and to update the Library's website.

The library is preparing for Family Reading night which will commence on November 12, 2017. Trustee Proctor Harris updated the Board of Trustees of the agenda for the event.

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### **Newsletter –**

The next newsletter will be published in 2018

### **Book Club:**

The book club will be holding their next meeting on November 20, 2017. The meeting will be held at St. Andrews.

### **Meeting adjourned: 11:17AM:**

- Next meeting: 12-20-17 6:30PM

**The Board of Trustees made a motion to cancel November's board meeting; the next meeting will be held in December 2017.**

Roll Call: Trustee Dudley: Trustee Loggins: Trustee Proctor-Harris: Trustee P Harris: Trustee T. Harper: – Meeting adjourned.