

Lyons Public Library Board of Trustees
Minutes of Meeting
March 11, 2014

1. President Denise Will called the regular meeting of the Lyons Public Library Board of Trustees to order at 6:32 PM in the Ruth Ingalls Room. Roll Call: Turlek, Zynda, Iwankiw, Kawa and Will. Douglas and Sabor absent. Also present: Director Daniel Powers, Administrative Assistant Audrey Klawiter and Head of Circulation Amanda Cantrell.

2. The Board started the meeting with the Pledge of Allegiance.

Trustee Sabor arrived at 6:34 PM.

3. **Additions or Corrections to Agenda:** Trustee Kawa would like to add computers to the agenda after Directors report 7g.

4. **Public Comments:** Lyons resident, Toni Parker addressed the board regarding documents she has obtained pertaining to the MWRD lease on the property located at 5300 Lawndale, McCook, IL. Ms. Parker asked the board if she could leave a copy for residents to view or to make copies at the library. The board agreed and will have a copy available for patrons at the circulation desk.

5. **Minutes:** Motion to approve the minutes of the regular meeting minutes of February 11, 2014 was made by Sharon Sabor; seconded by Marcos Iwankiw. 4 ayes; 0 nays. Will and Kawa abstain. Douglas absent. Motion to approve the executive session meeting minutes was made by Sharon Sabor; seconded by Marcos Iwankiw. 4 ayes; 0 nays. Will and Kawa abstain. Douglas absent.

6. **Correspondence:** The library received a note from a Lyons patron about the library staff being very helpful, kind and friendly.

7. **Financial & Librarian Reports:**

- a) **Amended January Treasurer's Report:** The board reviewed the amended report for the month of January.
- b) **February Treasurer's Report:** The board reviewed the February report.
- c) **Warrant #694** in the amount of \$42, 020.04. Motion to approve was made by Carole Turlek; seconded by Victor Zynda. **Roll call vote: Turlek, Zynda, Iwankiw, Kawa, Sabor, and Will . 6 ayes; 0 nays. Douglas absent.**
- d) **Warrant #695** in the amount of \$13, 829.64. Motion to approve was made by Carole Turlek; seconded by Sharon Sabor. **Roll call vote: Turlek, Zynda, Iwankiw, Kawa, Sabor and Will. 6 ayes; 0 nays. Douglas absent.**
- e) **Head of Circulation report:** Amanda discussed with the board about some upcoming plans for amnesty for fines. The board asked Amanda to keep a total of the fines that were waived during these months. Amanda had also informed the board that she has received donations to the Lyons McCook Little League of behalf of the Lyons Library. The donation checks were made out to the library. She asked if the board would consider depositing the checks and writing a check to the little league. The board accepted. A check will be made out to the Lyons McCook Little League for this year's sponsorship.
- f) **Director's report:** The board received the director's report. Dan reported on the meetings he has attended and other various items. He also mentioned he had contacted State Representative Silvana Tabares about tax forms and booklets not received for this year. Dan will be making the necessary adjustments to ensure next year tax forms will be readily available to Lyons patrons.
- g) **Computers:** Linda Kawa, on behalf of a couple residents, asked the board if the library can offer computer classes to the residents of Lyons. The board suggested to Dan to contact the village to ask if they offer classes or we might be able to hire someone for a once a week class. Dan asked Linda to have the residents call him and he will try to set up a date for them to come in and someone on staff can help.
- h) **Other:** None

8. **Unfinished Business:**
 - a) **Library Policies/Procedures:**
 - a. **Budget & Finance Policy:** Motion to accept was made by Victor Zynda; seconded by Marcos Iwankiw. 6 ayes; 0 nays. Douglas absent.
 - b. **Computer & Equipment Policy:** No motion to accept. Board would like changes to be made and brought to the April meeting.
 - c. **Display Space:** Motion to accept with no changes was made by Carole Turlek; seconded by Marcos Iwankiw. 6 ayes; 0 nays. Douglas absent.
 - b) **Charitable Donation:** Denise asked Dan to contact John Pierce at the Village of Lyons to fill out the permit to start the process on the L.E.D outdoor sign.
 - c) **Other:** None
9. **New Business: None.**
10. **Other Business:** Dan presented the board with bullet points on why the current custodial services are not working. He feels changing the service may cause some interruptions in the library daily operations. The board told him to proceed as agreed upon at the February board meeting. An attachment on such said document will be added to the binder of the board minutes as requested by President Denise Will.
11. **Announcements:** Dan informed the board that an art exhibit is being displayed through April. Art provided by local artist Frank Spidale. There will be other artists throughout the year.
12. Motion was made at 7:36 PM to adjourn the meeting by Carole Turlek; seconded by Victor Zynda. 6 ayes; 0 nays. Douglas absent.