

Lyons Public Library Board of Trustees  
Minutes of Meeting  
November 14, 2017

1. President Lazich called the regular meeting of the Lyons Public Library Board of Trustees to order at 6:35 P.M. in the Lyons Public Library Meeting Room.
2. The board started the meeting with the Pledge of Allegiance.
3. **Roll Call:** Dever, Karbarz, Nagy, Shipbaugh and Lazich. Also present: Director Dan Hilker, Administrator Audrey Klawiter, Attorney Jessica Fese, Del Galdo Law Group LLC. Absent: Iwankiw and Zynda.
4. **Approval of Minutes:**
  - A. Motion to approve the Regular Meeting minutes of October 10, 2017 was made by James Dever; seconded by Michael Shipbaugh.  
Roll call Vote: Dever, Karbarz, Nagy, Shipbaugh and Lazich  
Ayes: 4 Dever, Nagy, Shipbaugh and Lazich  
Abstain: 1 Karbarz  
Nays: 0  
Absent: 2 Iwankiw and Zynda  
Motion passed.
  - B. Motion to approve the Executive Session Meeting Minutes of October 10, 2017 was made by Michael Shipbaugh; seconded by James Dever.  
Roll call Vote: Dever, Karbarz, Nagy, Shipbaugh and Lazich  
Ayes: 4 Dever, Nagy, Shipbaugh and Lazich  
Abstain: 1 Karbarz  
Nays: 0  
Absent: 2 Iwankiw and Zynda  
Motion passed.
5. **Financial Reports:**
  - A. **Approval of October Treasurer's Report:** Motion to approve the October Treasurer's Report was made by Les Nagy; seconded by Michael Shipbaugh.  
Roll call vote: Dever, Karbarz, Nagy, Shipbaugh, and Lazich  
Ayes: 4 Dever, Nagy, Shipbaugh and Lazich  
Abstain: 1 Karbarz  
Nays: 0  
Absent: 2 Iwankiw and Zynda  
Motion passed.
  - B. **Approval of Warrant #11-14-2017A in the amount of \$18,066.68:** Motion to approve was made by Daniel Karbarz; seconded Les Nagy.  
Roll call vote: Dever, Karbarz, Nagy, Shipbaugh and Lazich  
Ayes: 5 Dever, Karbarz, Nagy, Shipbaugh and Lazich  
Nays: 0  
Absent: 2 Iwankiw and Zynda  
Motion passed.
  - C. **Approval of Warrant #11-14-2017B in the amount of \$18,517.63:** Motion to approve was made by Daniel Karbarz; seconded by Michael Shipbaugh.  
Roll call vote: Dever, Karbarz, Nagy, Shipbaugh and Lazich  
Ayes: 5 Dever, Karbarz, Nagy, Shipbaugh and Lazich  
Nays: 0  
Absent: 2 Iwankiw and Zynda  
Motion passed.
6. **Director Report:** Dan discussed the reasons of opening new business credit card. Dan made mention of the outdated/unused items which were disposed of.
7. **Trustees Report:** None.

## 8. Action Items:

- A. **Action regarding Resolution 11-14-2017-R1:** A resolution approving the Lyons Public Library 2018 budget. Motion to approve was made by Daniel Karbarz; seconded by Michael Shipbaugh.  
Roll call vote: Dever, Karbarz, Nagy, Shipbaugh and Lazich  
Ayes: 5 Dever, Karbarz, Nagy, Shipbaugh and Lazich  
Nays: 0  
Absent: 2 Iwankiw and Zynda  
Motion passed.
- B. **Action regarding Resolution 11-14-2017-R2:** A resolution approving the Lyons Public Library 2017 tax levy. Motion to approve was made by Michael Shipbaugh; seconded by James Dever.  
Roll call vote: Dever, Karbarz, Nagy, Shipbaugh and Lazich  
Ayes: 5 Dever, Karbarz, Nagy, Shipbaugh and Lazich  
Nays: 0  
Absent: 2 Iwankiw and Zynda  
Motion passed.
- C. **Action regarding Resolution 11-14-2017-R3:** A resolution authorizing the approval to open a business credit card with First Midwest Bank of Lyons, IL with a credit limit of \$5,000.00. Motion to approve was made by Michael Shipbaugh; seconded by Les Nagy.  
Roll call vote: Dever, Karbarz, Nagy, Shipbaugh and Lazich  
Ayes: 5 Dever, Karbarz, Nagy, Shipbaugh and Lazich  
Nays: 0  
Absent: 2 Iwankiw and Zynda  
Motion passed.
- D. **Action regarding Resolution 11-14-2017-R4:** A resolution regarding the disposal of outdated/unused library items donated to the Village of Lyons Public Works Department. Motion to approve was made by Michael Shipbaugh; seconded by James Dever.  
Roll call vote: Dever, Karbarz, Nagy, Shipbaugh and Lazich  
Ayes: 4 Dever, Karbarz, Nagy and Shipbaugh  
Abstain: 1 Lazich  
Nay: 0  
Absent: 2 Iwankiw and Zynda  
Motion passed.
- E. **Action regarding Resolution 11-14-2017-R5:** A resolution approving to remove the Orientation of New Trustees as a policy and incorporate with the Personnel Policy. Motion to approve was made by Les Nagy; seconded by Michael Shipbaugh.  
Roll call vote: Dever, Karbarz, Nagy, Shipbaugh and Lazich  
Ayes: 5 Dever, Karbarz, Nagy, Shipbaugh and Lazich  
Nays: 0  
Absent: 2 Iwankiw and Zynda  
Motion passed.
- F. **Action regarding Resolution 11-14-2017-R6:** A resolution approving the Personnel Policy. Motion was made by Michael Shipbaugh; seconded by Daniel Karbarz.  
Roll call vote: Dever, Karbarz, Nagy, Shipbaugh and Lazich  
Ayes: 5 Dever, Karbarz, Nagy, Shipbaugh and Lazich  
Nays: 0  
Absent: 2 Iwankiw and Zynda  
Motion passed.
- G. **Action regarding Resolution 11-14-2017-R7** A resolution approving to remove the Gifts/Awards for Employees Policy and incorporate with the Authority to Spend Policy. Motion to approve was made by Les Nagy; seconded by Michael Shipbaugh.  
Roll call vote: Dever, Karbarz, Nagy, Shipbaugh and Lazich  
Ayes: 5 Dever, Karbarz, Nagy, Shipbaugh and Lazich  
Nays: 0  
Absent: 2 Iwankiw and Zynda  
Motion passed.

- H. **Action regarding Resolution 11-14-2017-R8:** A resolution approving the amended Authority to Spend Policy. Motion to approve was made by James Dever; seconded by Michael Shipbaugh.  
Roll call vote: Dever, Karbarz, Nagy, Shipbaugh and Lazich  
Ayes: 5 Dever, Karbarz, Nagy, Shipbaugh and Lazich  
Nays: 0  
Absent: 2 Iwankiw and Zynda  
Motion passed.
- I. **Action regarding Resolution 11-14-2017-R9:** A resolution approving the Copy/Fax/Scan Policy. Motion to approve was made by Daniel Karbarz; seconded by Michael Shipbaugh.  
Roll call vote: Dever, Karbarz, Nagy, Shipbaugh and Lazich  
Ayes: 5 Dever, Karbarz, Nagy, Shipbaugh and Lazich  
Nays: 0  
Absent: 2 Iwankiw and Zynda  
Motion passed.

9. **Executive Session:** None

10. **Public Comments:** None.

11. **Presidents Report:** None.

12. **Adjournment:** Motion to adjourn the meeting at 6:50 PM was made by James Dever; seconded by Michael Shipbaugh.

Roll call vote: Dever, Iwankiw, Nagy, Shipbaugh, Zynda and Lazich  
Ayes: 6 Dever, Iwankiw, Nagy, Shipbaugh, Zynda and Lazich  
Nays: 0  
Absent: 1 Karbarz  
Motion passed.

*Audrey Klawiter*

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Administrator Audrey Klawiter  
Respectfully submitted, on November 15, 2017