

Coal City Public Library District

Regular Board Meeting

August 22, 2023

**CALL TO ORDER**

President Debi Trotter called the regular monthly meeting of the Coal City Public Library District Board of Trustees to order at 6:30 p.m.

**ROLL CALL**

Communications Coordinator called the roll.

Trustees present:

Carol Crawford	Betsy Stahler
Renee McLuckie	Debi Trotter
Becky Sipple	Dean Vigna
Steve Smith	

Others present:

Jolene Franciskovich, Library Director  
Leah Bill, Assistant Director  
Cindy Starks, Communications Coordinator  
Jessika McGarvey, Auditor with Mack and Associates

**CORRECTIONS TO AGENDA**

That under Consent Agenda the date of the Regular Board Meeting Minutes should be changed to July 11, 2023 and add to the Consent Agenda item 8 as Social Media Policy.

**CONSENT AGENDA**

1. July 11, 2023 Regular Board Meeting Minutes
2. Action of Bills
3. Finance Policy
4. Library Card Policy
5. Material and Monetary Donations Policy
6. Reimbursement of Travel, Meal, Lodging Expenses Policy
7. Security Camera Policy
8. Social Media Policy

Motion by Renee McLuckie and second by Carol Crawford that

**The Board approve the consent agenda items: (1) July 11, 2023 Regular Board Meeting Minutes; (2) Action of Bills; (3) Finance Policy; (4) Library Card Policy; (5) Material and Monetary Donations Policy; (6) Reimbursement of Travel, Meal, Lodging Expenses Policy; (7) Security Camera Policy; and (8) Social Media Policy.**

Motion carried by roll call vote.

Ayes: Crawford, McLuckie, Sipple, Smith, Stahler, Vigna, and Trotter

### **CORRESPONDENCE**

None.

### **PUBLIC COMMENT**

None.

### **TREASURER'S REPORT**

Treasurer Renee McLuckie presented a written treasurer's report (attached). The report will be filed for audit.

### **DIRECTOR'S PROGRESS AND SERVICE REPORT**

Library Director Jolene Franciskovich submitted the director's report, which included the statistics for July (attached). Ms. Franciskovich provided an update on the fire pump project. Additional avenues are being considered and more research is being done.

Leah Bill, Assistant Library Director, presented the Board of Trustees with the Tech Report. We have added 6 new Hotspots for a total of 60 Hotspots available to our patrons. Circulation staff has been trained to erase and reset the iPads that are circulating. Leah is working on getting a mobile inventory scanner so books can be inventoried without having to leave the bookshelves. Leah is also working on redoing the website as well as staff training for eRead Illinois going to Boundless, online card catalog which is changing to Vega Discovery, OverDrive integration into Libby app, and cyber security training.

### **STANDING COMMITTEE REPORTS**

#### **Budget**

Ordinance 23-1 Budget & Appropriation Ordinance for the FY 23-24 was discussed with the Board of Trustees.

Motion by Renee McLuckie and second by Steve Smith that

**The Board adopt Ordinance 23-1 Budget & Appropriation Ordinance FY 23-24.**

Motion carried by roll call vote.

Ayes: Sipple, Smith, Stahler, Vigna, Crawford, McLuckie, and Trotter

#### **Policy**

Chairman Crawford scheduled a Policy Committee meeting for Friday, August 25 at 10:00 a.m. in Annex A to review the following policies: (1) Personal Property Policy; (2) Personnel Policy excerpt; (3) Photography and Video Policy; and (4) Search Warrant Policy.

## **AD HOC COMMITTEE REPORT**

### **Minute Review Committee Report**

Chairman McLuckie and Trustee Crawford reported that they reviewed all the FY 22-23 Board Meeting Minutes and found them to be complete and accurate.

### **Secretary's Audit**

Motion by Renee McLuckie and second by Carol Crawford that

**The Board accept the Secretary's minute review committee report.**

Motion carried by roll call vote.

Ayes: Smith, Stahler, Vigna, Crawford, McLuckie, Sipple, and Trotter

## **NEW BUSINESS**

### **FY22-23 Audit**

Jessika McGarvey an Auditor from Mack & Associates, PC reviewed the FY22-23 Audit with the Board of Trustees. The Library received a clean audit from Mack & Associates, PC.

## **ANNOUNCEMENTS**

September 4 Closed for Labor Day

September 6 Deadline for Agenda

September 12 Decennial Committee Meeting at 5:30 p.m. in the Irving Street Annex

September 12 Regular monthly meeting of the Coal City Public Library District at 6:30 p.m. in the Irving Street Annex

## **ADJOURNMENT**

Motion by Steve Smith and second by Becky Sipple that

**The Board adjourn the meeting.**

Motion carried by roll call vote.

Ayes: Stahler, Vigna, Crawford, McLuckie, Sipple, Smith, and Trotter

Meeting was adjourned at 7:18 p.m.

Signature: \_\_\_\_\_ September 12, 2023  
Carol Crawford, Secretary