

Coal City Public Library District

Regular Board Meeting

January 14, 2020

**CALL TO ORDER**

President Lois Phillips called the regular monthly meeting of the Coal City Public Library District Board of Trustees to order at 6:30 pm.

**ROLL CALL**

Assistant Director called the roll.

Trustees present:

Carol Crawford	Becky Sipple
Kris McPherson	Steve Smith
Debi Trotter	Lois Phillips

Trustees absent:

Renee McLuckie

Others present:

Jolene Franciskovich, Director  
Leah Bill, Assistant Director  
Renee Norris, Department Head of Youth Services

**CORRECTIONS TO AGENDA**

President Phillips moved the Standing Committee Appointment under New Business to precede the Standing Committee Report item on the agenda.

**CONSENT AGENDA**

1. December 10, 2019 Regular Board Meeting Minutes
2. Action of Bills

Motion by Steve Smith and second by Carol Crawford that

**The Board approve the Consent Agenda items: (1) December 10, 2019 Regular Board Meeting minutes, and (2) Action of Bills.**

Motion carried by roll call vote.

Ayes: Sipple, Smith, McPherson, Crawford

Abstains: Trotter, Phillips

Absent: McLuckie

Nays: None

**CORRESPONDENCE**

Thank you notes from the Library staff were read.

### **PUBLIC COMMENT**

None.

### **TREASURER'S REPORT**

Director Franciskovich 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 December (attached).

René Norris, Head of Youth Services, gave a report to the Board of Trustees. Ms. Norris explained the changes her department has gone through regarding the merging of the Children's Department and the Teen Department into the Youth Services Department. She explained how this first year would set the baseline statistics for coming years as a merged department. She also explained how having a merged department gives them better staff coverage for programs and events. The Board congratulated Ms. Norris on receiving the Will County Reading Council's Literacy Person of the Year Award for 2019-2020.

### **STANDING COMMITTEE APPOINTMENT**

President Phillips explained under normal circumstances, all standing committees consisted of three Trustees. Due to a vacancy on the Board some committees had only two members. With the appointment of Trustee Sipple, all the standing committees would now consist of three members. A revised Standing Committee handout was given to all Trustees.

### **STANDING COMMITTEE REPORT**

#### **Budget**

Library Director Jolene Franciskovich reviewed and discussed the FY 2019-20 2<sup>nd</sup> Quarter Report with the Board of Trustees.

#### **Policy**

Chairman Carol Crawford explained the changes in the Board of Trustees Policy regarding the Library Director's Evaluation and the law regarding Ordinance 19-3 Ordinance Amending Ordinance 17-3 Policy Prohibiting Harassment, Discrimination, and Retaliation.

Motion by Carol Crawford and second by Debi Trotter that

**The Board approve the policy changes as presented.**

Motion carried by roll call vote.

Ayes: Trotter, McPherson, Crawford, Sipple, Smith, Phillips

Absent: McLuckie

Nays: None

Chairman Crawford scheduled a Policy Committee meeting on Monday, January 27<sup>th</sup> at 2:00 pm to review the Personnel Policy, Occupational Dictionary, Drug Free Workplace Policy, and the Patron Use and Behavior Policy in the Library Director's office.

### **Building and Grounds**

Chairman McPherson set a Buildings and Grounds Committee meeting on Tuesday, January 21<sup>st</sup> at 11:00 am to discuss Library building issues in the Library Director's office.

### **NEW BUSINESS**

#### **Ordinance 19-3 Ordinance Amending Ordinance 17-3 Policy Prohibiting Harassment, Discrimination, and Retaliation**

President Phillips informed the Trustees of the legal changes regarding Ordinance 19-3 and their obligation to comply.

Motion by Steve Smith and second by Kris McPherson that

**The Board approve Ordinance 19-3, Ordinance Amending Ordinance 17-3 Policy Prohibiting Harassment, Discrimination, and Retaliation.**

Motion carried by roll call vote.

Ayes: Smith, Trotter, McPherson, Crawford, Sipple, Phillips

Absent: McLuckie

Nays: None

### **Library Board Evaluation of Meetings**

The Board of Trustees were given a Library Board Evaluation of Meetings form to complete. Jolene Franciskovich, Leah Bill and Cindy Starks were asked to also complete questions 1 thru 21 of the form. Forms are to be submitted to President Phillips on or before Saturday, January 18th.

### **ANNOUNCEMENTS**

February 5     Trustee agenda items deadline

February 11    Regular monthly meeting of the Coal City Public Library District  
                  at 6:30 pm, Irving Street Annex, 70 N. Irving Street, Coal City

### **ADJOURNMENT**

Motion by Debi Trotter and second by Steve Smith that

**The Board adjourn the January 14, 2020 regular board meeting.**

Motion carried by a roll call vote.

Ayes: McPherson, Crawford, Sipple, Smith, Trotter, Phillips

Absent: McLuckie

Nays: None

Meeting was adjourned at 7:20 p.m.

Approved: \_\_\_\_\_

Signature: \_\_\_\_\_ February 11, 2020  
Carol Crawford, Secretary