

Odell Public Library Board of Trustees Meeting
Wednesday, November 8, 2017

The November 8, 2017 board meeting opened at 5:31 pm in the program room of the library. Board members present were Marc Adami, Sarah Bull, Anne Frame, Marcia Haag, Jan Horberg, Melissa Nyboer, Sarah Thorndike, and Chris Vanderleest. Director Lori Matlack and staff member Lisa Boles were in attendance.

General Business: A) The minutes of the October meeting were approved by voice vote on a motion by Anne Frame, second by Marcia Haag. B) Bills and salaries in the amount of \$8,454.37 were approved, motion by Marcia Haag, second by Sarah Thorndike. (roll call vote-8 ayes, 0 nay). C) The treasurer's report was accepted as corrected. D) The Director's report was discussed and received.

Unfinished Business: A) The Building Repair report was discussed and received. B) It was decided that the director would be evaluated in March. Director Matlack has made available several director evaluation templates. Trustees are to review them and give feedback to President Marc Adami.

New Business: A) The Computer Policy will be updated to add the following, "Any Patron found using another patron's library card number or another patron's guest pass to access a library computer will be prohibited from using the library computers for 6 months." Moved by Chris Vanderleest, second by Sarah Thorndike, passed with a voice vote. B) Director Matlack requested that the library be closed on December 26 in observance of the holidays. Motion by Anne Frame, second by Jan Horberg, passed with a voice vote. C) As part of the FY 2018 Per Capita requirements, trustees are required to 1) Review Chapters 1-5 of the "Trustee Facts File Third Edition"
<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteesfacts.pdf>
and
2) Complete at least one free online education opportunity focusing on safety in the library. Lori will email trustees information about online education opportunities that will fulfill this second requirement. D) Director Matlack requested that the charge for lamination services be set at \$1.00/page. Motion by Anne Frame, second by Chris Vanderleest, passed with a voice vote.

Board Ideas/Concerns: none

Public Comment: A) The Odell Public Library Friends' report was received

The next meeting will be Wednesday, December 13, 2017 in the program room of the library.

The meeting adjourned at 6:48, motion Melissa Nyboer, second by Marcia Haag.

Respectfully submitted: Melissa Nyboer