

Odell Public Library Board of Trustees Meeting  
Wednesday, October 10, 2018

The August 8, 2018 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, Janice Horberg, Anne Mills, Melissa Nyboer, and Chris VanderLeest. Director Lori Matlack and staff member Lisa Boles were also in attendance.

General Business: A) The minutes of the September 12, 2018 meeting were approved as corrected by voice vote on a motion by Chris VanderLeest, second by Sarah Bull. B) Bills and salaries in the amount of \$12,415.73 were approved, motion by Melissa Nyboer, second by Marcia Haag. (roll call vote-8 ayes, 0 nay). C) The treasurer's report was received. D) The Director's report was discussed and received.

Unfinished Business: A) The next Long-Range Planning meeting will be held on Wednesday, October 17, at 11:00 am. B) After a report by the director, Anne Frame moved to put the purchase of a new air conditioner for the program room on hold until there is another problem. Second by Chris VanderLeest. Passed by voice vote.

New Business: A) Director Matlack shared the FY2019 Per Capita Continuing Education Requirements for the Board of Trustees. She would like the Trustees to complete these as soon as possible. They are as follows:

1. At least one trustee must review Chapter 12 "Safety" of Serving Our Public 3.0 Standards for Illinois Public Libraries 2014 (75ILCS 10/8.1.1) Review the check list as the end of the chapter and report findings.
2. All Trustees must review chapters 1-5 of the "TRUSTEE FACTS FILE, third or fourth edition," placing particular the Library Board Bylaws contained in Chapter 3.
3. All trustees must complete the Open Meeting Act electronic training once during their appointment. [http://foia.ilattorneygeneral.net/pdf/open\\_Meetings\\_Act\\_Elected-Appointed\\_Members.pdf](http://foia.ilattorneygeneral.net/pdf/open_Meetings_Act_Elected-Appointed_Members.pdf)
4. At least one trustee will complete at least one educational program focusing on safety in the library. The requirement can be met via live presentation, webinar or a free online course. Providers may include but are not limited to local police and fire personnel, an Illinois Library System, the American Library Association, the Public Library Association, the Illinois Library Association, or other state libraries. (Anne Mills agreed be the Trustee to do this.)

B) Director Matlack gave the board information about installation of an automatic handicap door opener. C) Director Matlack is currently working on the FY2018 Levy.

Board Ideas/Concerns: no action taken

Public Comment: The Book and Bake Sale will be Saturday, November 4, 2018.

The next meeting will be Wednesday, November 14, 2018 in the program room of the library.

The meeting adjourned at 6:49, motion Melissa Nyboer, second by Chris VanderLeest.

Respectfully submitted: Melissa Nyboer