

Odell Public Library Board of Trustees Meeting  
Wednesday, February 8, 2023

The February 8, 2023 board meeting opened at 5:33 pm in the Program Room. Board members present were Marc Adami, Heather Bush, Anne Mills, Melissa Nyboer, Chris VanderLeest, and Jessica Wroble. Director Meridith Layne, Assistant Director Lisa Boles, and City Administrator Brian Melton were also in attendance.

Public Comment: none

General Business: A) Minutes of the January 11, 2022 regular board meeting and the minutes of the February 1, 2023 Policy Committee Meeting were filed as submitted. B) Bills in the amount of \$9,635.10 were approved. Motion by West, second by Nyboer. (Roll call vote-Adami yes, Bush yes, Mills yes, Nyboer yes, VanderLeest yes, Wroble yes) C) The treasurer's report was discussed and filed as submitted. D) The Director's report was discussed and filed as submitted.

Unfinished Business: A) The chimney cap has been installed. Ice dams have been creating long icicles that fall from the roof creating a possible hazard to those walking into the library. This may be because the attic insulation is inadequate and in need of repair. VanderLeest moved to have snow clips installed over the entry room doors at a cost not to exceed \$1500.00. Second by Nyboer. (Roll call vote-Adami yes, Bush yes, Mills yes, Nyboer yes, VanderLeest yes, Wroble yes) B) Moving of the items from the library and installation of the flooring is scheduled to begin March 20, 2023. It is hoped that the project will be completed in three weeks. Patrons will be encouraged to stock up on reading materials before the library closes for the flooring installation and be reminded that their Odell library card can be used in surrounding Illinois libraries. The Odell Public Library Friends plan to have an open house after the flooring installation. Nyboer moved to pay Boss Carpet One, LLC \$22,050.00 in compliance with the Contract for Payment. Second by Wroble. (Roll call vote-Adami yes, Bush yes, Mills yes, Nyboer yes, VanderLeest yes, Wroble yes) C) Director Layne is in the process collecting information for the future replacement of the HVAC system. D) The Director Evaluation has been completed.

New Business: A) The director and treasurer presented a spread sheet showing the library assets and the funds available in order to plan for the last payment of the roof installation and future HVAC replacement. B) Nyboer moved to adopt the Public Comment Policy as presented by the Policy Committee. Second by VanderLeest, passed with a voice vote.

Closed session: none

Board Ideas/Concern: none

The next meeting will be Wednesday, March 8, 2023 at 5:30 pm in the Program Room.

The meeting adjourned at 6:42 pm, motion by Bush, second by Mills. (Passed with a voice vote)

Respectfully submitted: Melissa Nyboer, Secretary