

Butler Library Board Meeting

April 9, 2019

Time meeting was called to order – 6:00 pm

Members present – Jenni Thorpe (President), Jodi Kessel Szpizar (Director), John Schauker, Roger Benjamin, Tom Sardina, Paul Kasdorf, Andrea Van Gompel and Charlene Benjamin.

Members absent – None

Persons desiring to be heard: None

Connie Meyer- Director, Bridges Library System – County Funding Formulas- Connie provided information on the country funding formulas and answered questions that the board had regarding funding.

Minutes read – Yes, Paul made a motion to approve, seconded by Charlene. All were in acceptance.

Communications – Charlene’s appointment as the school board representative on the library board was approved. The village agenda and minutes will be on the village website. The board will provide gift cards to the library staff employees for Administrative Professionals Day.

Finance and Budget – Reviewed the finances for the month. Paul made a motion to accept the March 2019 expenses of \$12,856.85, this was seconded by Tom. All were in acceptance.

Building & Property Maintenance– There are 16 light bulbs that were not replaced and one fixture that is out. The board agreed that Paul should replace all 16 bulbs. Jodi got a display case.

Directors report – Taylor Computers will come to review the current IT situation and make recommendations. There will be a giggle garden this year that will have flowers in it.

Old business –

- a. **Book mobile – update-** Jodi met with Kayla on the agreement. Jodi will make changes and resubmit.
- b. **Staff/library hours** – No changes from last month.
- c. **Vision and planning – goals of the library for the next 2-3 years and how they fit into the budget** – The library will be part of the village’s strategic plan. Will be discussed more in the future.
- d. **2020 Budget Timeline – update** – No new updates.
- e. **Library Staff Positions Classifications- review, discussion with possible action** – The village doesn’t have criteria to follow on determining the starting pay ranges of available positions. Charlene made a motion to approve the ranges and job classifications for the library staff positions that were presented. It was seconded by Tom with all in acceptance.
- f. **Fund Balance Policy – review, discussion and possible actions-** Jodi met with Kayla and received suggestions on the policy. Jodi will put the policy together for review.

New business

- a. **Review and approval of 2020 Allowable Cost Worksheet-** The board reviewed the Allowable Cost Worksheet. Paul made a motion to approve. It was seconded by Roger with all in acceptance.

Next meeting – ***Tuesday, May 14, 2019 @ 6:00pm ***

Motion to adjourn at 7:24 pm by Roger, seconded by Tom, with a unanimous vote thereafter.

Submitted by: Andrea Van Gompel