

Butler Library Board Meeting

May 14, 2019

Time meeting was called to order – 5:59 pm

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

Taylor Computers President/Owner, Dave Bayer – review proposed IT upgrades and strategic planning and answer questions – Dave reviewed the company’s proposal for IT security and upgrades and answered questions from the board.

Members absent – None

Persons desiring to be heard: None

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

Communications – Jodi communicated a thank you from the library staff to the library board for providing gift cards to the library staff employees for Administrative Professionals Day. A student who uses the library gave a card with candy to the library.

Finance and Budget – Reviewed the finances for the month. John made a motion to accept the April 2019 expenses of \$7,627.85, this was seconded by Charlene. All were in acceptance.

Building & Property Maintenance– The 16 light bulbs were changed. A notice was received from North Star Landscaping informing the library of change of ownership. Our contract is still valid.

Directors report – Weeding is continuing in the adult nonfiction section. The blood drive will be on May 21st.

Old business –

- a. **Book mobile – update-** Jodi will schedule a time to go to Butler Square. There is a form for outreach patrons to use.
- b. **Staff/library hours** – No new updates.
- c. **Vision and planning – The village has undertaken a strategic plan and the library will be included. Will update monthly.** – The village picked Better Dash Faster to assist with the strategic planning.
- d. **Fund Balance Policy – review, discussion and possible actions-** Kayla reviewed and approved. The board reviewed and determined that a statement is needed to determine when the balance would need to be at the minimum fund balance. Jodi to contact Kayla for new wording.

New business

- a. **Volunteer application and volunteer agreement** – Reviewed the agreement and application form. Charlene made a motion to approve the Volunteer Application and Library Volunteer Agreement. This was seconded by Tom with all members in acceptance.
- b. **Interim Board President** – Paul volunteered. Andrea made a motion to have Paul as the interim board president. This was seconded by Tom with all members in acceptance.
- c. **Copier/Printer - tracking-** There will be a log to track how the printer is being used.
- d. **2020 Budget – Preliminary Draft** – Jodi provided an early draft of the budget. The numbers from Bridges will be sent in June. Will be discussed more in the future.

Next meeting – ***Tuesday, June 11, 2019 @ 6:00pm ***

Motion to adjourn at 8:14 pm by Paul, seconded by Roger, with a unanimous vote thereafter.
Submitted by: Andrea Van Gompel