

Kewanee Public Library District
Regular Meeting, December 12, 2022
Community Room 4:00

1. Call to order:

Members Present: John Sayers, President; Ruth Kapacinskas, Vice President; Becky Ault, Treasurer; Norma Good, Secretary; Vanessa Fite, and Lea Eastman. Absent: Sue Busenbark. Also present: Leslie Vano, Director.

2. Public Comments: None

3. Approval of the minutes:

Secretary minutes for November 14, 2022, were reviewed. Ault moved and Eastman seconded that the minutes be approved. RESOLVED, THAT THE MINUTES FOR November 14, 2022, KEWANEE PUBLIC LIBRARY BOARD OF TRUSTEES MEETING BE ACCEPTED. Motion passed.

4. Budget Report: The budget was presented and discussed.

5. Approval of bills.

A motion was made Ault and seconded by Good to approve the payment of payroll and bills as presented. RESOLVED, THAT THE PAYMENT OF THE PAYROLL IN THE AMOUNT OF \$36,210.87 AND BILLS IN THE AMOUNT OF \$16,251.10 BE ACCEPTED. Motion passed.

6. Department Reports:

Director Vano presented her report. Some weeded books given to Neponset Library. Sensory room is ready. Library staff helped at Central School Career Fair and Irving Family Reading Night. Programming for each department discussed.

7. Business Requiring Action:

Discussion of the technology plan. Good moved and Ault seconded that the current working cash fund be dissolved and \$125,000 moved to Technology fund, \$112,829.70 to Operations Special Reserve Fund II, and \$100 left in Working Cash fund. RESOLVED, THAT CURRENT WORKING CASH FUND BE DISSOLVED AND DISTRIBUTED AS DISCUSSED. Motion passed.

8. Business for Discussion:

- A. Audit report was distributed. Dawn Hubbard will discuss it later. She has RSV at present.
- B. The Reference Policy was distributed. Fite moved and Ault seconded that it be accepted. RESOLVED, THAT THE KEWANEE PUBLIC LIBRARY REFERENCE POLICY BE ACCEPTED AS PRESENTED. Motion passed.
- C. The Customer Service Policy was distributed and discussed. Good moved and Kapacinskas seconded that it be accepted as presented. RESOLVED, THAT THE KEWANEE PUBLIC LIBRARY CUSTOMER POLICY SERVICE POLICY BE APPROVED AS PRESENTED. Motion passed.
- D. Next the FOIA Request Policy was reviewed. Kapacinskas moved and Eastman seconded that it be accepted as presented. RESOLVED, THAT THE KEWANEE PUBLIC LIBRARY FREEDOM OF INFORMATION ACT POLICY BE APPROVED AS PRESENTED. Motion passed.
- E. Next the Disruptive Behavior Policy was reviewed. Good moved and Fite seconded that it be approved as presented. RESOLVED, THAT THE KEWANEE PUBLIC LIBRARY DISRUPTIVE BEHAVIOR POLICY BE APPROVED AS PRESENTED. Motion passed.

9. Announcements

Next Board Meeting: January 9, 2023 at 4:00.

10. Adjournment at 4:30.

Norma Good, Secretary