

**Prairie Trails Public Library District
November 9, 2017
REGULAR BOARD MEETING MINUTES**

1. The Board Vice President called the meeting to order at 7:31 p.m.

2. ROLL CALL/PLEDGE

TRUSTEES PRESENT:	DIANE SHIELDS CLAUDIA ROBUCK ANN TROVATO DAVID VIVERITO (7:34 p.m.) MIKE VALERIO
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TRUSTEES ABSENT:	ANITA BYRNE SCOTT BATZEL
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DIRECTOR PRESENT:	MARY ANN LEMA
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ALSO PRESENT:	REAVIS H.S. STUDENTS
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3. REGULAR MINUTES

MOTION TO APPROVE THE REGULAR MEETING OF OCTOBER 12, 2017 MEETING WAS MADE BY TRUSTEE VALERIO, SECONDED BY TRUSTEE TROVATO WITH A ROLL CALL VOTE AS FOLLOWS:

AYES: ROBUCK, TROVATO, VALERIO

ABSENT: BATZEL, BYRNE, VIVERITO

ABSTAIN: SHIELDS

4. AGENDA REVIEW

- Under Committee Reports, add 8. Backflow Certification.
- Under New Business, add 10.B – Veteran’s Day

**Trustee Viverito in at 7:34 p.m.

5. LIBRARIAN'S REPORT

- Director Lema attended a Mosaic Performance Program.
- The auditor’s were here in October completing our annual audit.
- RAILS hosted a three-part program for Directors.
- Director Lema worked on the Levy.
- The phones have been replaced and the staff have been trained.

- Both adult and youth services did two programs for the fall; one was all about bats and the other 'The Day of the Dead' celebration.
- We hosted Fry School's Literacy Night.
- We have a new staff member in youth services – Sophia Welsh. Hugo Montes has resigned as Maintenance and Rob Pytel was hired to replace him.

6. FINANCIAL REPORTING

MOTION TO PAY BILLS AND PLACE THE FINANCIAL REPORTS ON FILE WAS MADE BY TRUSTEE SHIELDS; SECONDED BY TRUSTEE TROVATO WITH A ROLL CALL VOTE AS FOLLOWS:

AYES: ROBUCK, TROVATO, VALERIO, VIVERITO, SHIELDS

NAYS: NONE

ABSENT: BYRNE, BATZEL

7. CORRESPONDENCE

- The Klein, Thorpe, Jenkins monthly newsletter was distributed.
- We received a letter from Janet Bennick inquiring about being a Trustee.
- Dan Kloepper will be retiring on November 30, 2017; we will have a party for him on November 29, 2017 for the staff and patrons.

8. COMMITTEE REPORTS

- A window in youth services was replaced; the roof in adult services was leaking which was fixed.
- Backflow Certification was completed.

9. OLD BUSINESS

- We meet all the core requirements for RAILS Membership Standards-Funding.
- Copies were distributed of the Audit.

MOTION TO SUBMIT THE AUDIT TO THE STATE WAS MADE BY TRUSTEE VIVERITO, SECONDED BY TRUSTEE VALERIO WITH A ROLL CALL VOTE AS FOLLOWS:

AYES: ROBUCK, TROVATO, VIVERITO, VALERIO, SHIELDS

NAYS: NONE

ABSENT: BATZEL, BYRNE

- This is the 2nd reading of the policy manual.

MOTION TO APPROVE THE ANNUAL IN-SERVICE DAY CLOSING AND LUNCHEON WAS MADE BY TRUSTEE TROVATO, SECONDED BY TRUSTEE SHIELDS WITH A ROLL CALL VOTE AS FOLLOWS:

AYES: ROBUCK, TROVATO, VIVERITO, VALERIO, SHIELDS

NAYS: NONE

ABSENT: BATZEL, BYRNE

10. NEW BUSINESS

- Tax Levy Ordinance was discussed.

MOTION TO APPROVE THE TAX LEVY ORDINANCE WAS MADE BY TRUSTEE TROVATO, SECONDED BY TRUSTEE VIVERITO WITH A ROLL CALL VOTE AS FOLLOWS:

AYES: ROBUCK, TROVATO, VIVERITO, VALERIO, SHIELDS

NAYS: NONE

ABSENT: BATZEL, BYRNE

11. MISCELLANEOUS

- Veteran's Day draft of veteran's booklet was distributed.
- Articles about the property tax freeze were distributed.

12. ADA REVIEW

- None

13. CLOSED SESSION

- None

14. PUBLIC PARTICIPATION

- None

15. ADJOURNMENT

MOTION TO ADJOURN MEETING AT 8:00 P.M., WAS MADE BY TRUSTEE TROVATO; SECONDED BY TRUSTEE VIVERITO WITH A ROLL CALL VOTE AS FOLLOWS:

AYES: ROBUCK, TROVATO, VIVERITO, VALERIO, SHIELDS

NAYS: NONE

ABSENT: BYRNE, BATZEL