CALL TO ORDER:
President Crawford called the meeting to order at 7:30 P.M.

ROLL CALL:
Trustees Present:
President: Chris Crawford  Vice President: Jill Clouse
Treasurer: Molly McGinnis Knapke  Secretary: Barbara Rundell
Trustee: Shannon Burgess  Trustee: Diana Foth
Trustee: Andre Wright

The chair declared that a quorum was present.

Library Staff Present:
Library Director: Dawn Bussey
Adult Services Dept. Head: Susan DeRonne
Youth Services Dept. Head: Stephanie Rivera

AUDIENCE PARTICIPATION:
Matt Beran, CPA from Lauterbach & Amen, LLP, briefly reviewed the audit report for the fiscal year ended December 31, 2016. The Library once again received an unmodified opinion, which is the highest rank an organization can receive. The Library Management’s Discussion & Analysis, prepared by Library staff, was briefly overviewed. The MD&A provides the Library an opportunity to review and assess the overall financial condition and operation of the Library. Mr. Beran reviewed the Statement of Net Position which consists of a combined fund report for the Library and reported that the Library’s fund balance is very healthy. Matt went on to discuss the two suggestions listed in the Management Letter. The first suggestion is to consolidate some of the funds to help simplify the financial reports presented. The second suggestion has to do with the implementation of GASB Statement No. 74, Financial Reporting for Post-Employment Benefit Plans Other Than Pension Plans, and GASB Statement No. 75, Accounting and Financial Reporting for Post-Employment Benefits Other Than Pensions. These two new GASB statements are applicable to the Library’s financial statements for the year ending December 31, 2018. Director Bussey mentioned that a plan would be presented to the Board in August to consolidate some of the funds. Mr. Beran thanked the Finance Department for the preparation work and commented that it was a very smooth audit.

MINUTES OF PREVIOUS MEETING:
Vice President Clouse moved to accept the minutes of the regular Library Board meeting on May 15, 2017 as amended. Motion Seconded and Carried – Voice Vote Unanimous.

COMMUNICATIONS:
The Board reviewed the monthly correspondence.

OFFICER’S REPORT:
Treasurer Knapke reported on the financials in June. Of particular note this month, $8,278.20 was paid to Bibliotheca, LLC for maintenance on the self-check machines, $8,443 was paid to Image One for Carpet Cleaning and two months of cleaning services, $9,053.50 was paid to
Product LLC for architectural drawings on the Circulation remodel, and $41,553.75 was paid to Bond Trust Services Corporation for the interest payment on the BAB bonds.

**FINANCIAL REPORTS:**
Treasurer Knapke moved to authorize expenditures for goods and services totaling $274,562.96 as listed in the June 2017 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.


**LIBRARIANS’ REPORTS:**
Director Bussey reviewed various library statistics for the month. Loans of material, reference inquiries, and database usage continued to see slight decreases in May, however program attendance increased by 11% for the month, mostly due to Late Night Study Finals, home deliveries increased 23% and study room usage increased 8%. Summer reading statistics have increased this summer with registrations and logging books and hours read.

The parking lot was sealed and striped over Memorial Day weekend. Once that was completed, the speed bumps were put back in place, and two 15-minute short term parking spaces were designated near the front entrance on the south side of the island to try and prevent people from parking in the fire lane.

The Village will be conducting a survey, if approved by Village Board, pertaining to resident satisfaction. Two questions include frequency of use of library service and quality of library service.

SWAN has released a soft timeline for the migration. Data is planned to be migrated sometime in the fall with a tentative go live date of May 1, 2018.

Secretary Rundell moved to accept the Librarian’s Report. Motion Seconded and Carried - Voice Vote - Unanimous.

**NEW BUSINESS:**
**Approval of Resolution 2017-2, A Resolution Determining Prevailing Wage Rate Within the Library for Certain Laborers, Mechanics and Other Workmen:**
Treasurer Knapke moved to approve Resolution 2017-2, A Resolution Determining Prevailing Wage Rate Within the Library for Certain Laborers, Mechanics and Other Workmen. Motion Seconded and Carried – Voice Vote – Unanimous.

**Approval of the Social Media Comment Policy:**
The Library Board of Trustees reviewed the Social Media Comment Policy and discussion ensued. Treasurer Knapke moved to approve the Social Media Comment Policy. Motion Seconded and Carried – Voice Vote – Unanimous.

**Approval of Revised Proper Use of Electronic Communications and Equipment Policy:**
Director Bussey explained that this policy was developed because previous email was provided by LINC and email retention was their responsibility. Vice President Clouse moved to approve the ongoing collection of change for the Food Pantry. Motion Seconded and Carried – Voice Vote - Unanimous.
Review Chapter 1-5 of Trustee Fact File for FY2018 Per Capita Grant:
The Library Board of Trustees reviewed chapters 1 – 5 of the Trustee Fact File.

OTHER BUSINESS:
Establish Retreat Date:
The Board discussed the timing of their 2017 retreat. The date was set for Saturday, October 28, 2017 from 9 AM – 12 PM.

Meeting adjourned at 8:37

Susan DeRonne
Adult Department Manager