CALL TO ORDER:  
called the meeting to order at 7:00 PM

ROLL CALL:  
Trustees Present:  
President:  Karen Volk  
Vice President:  Erin Micklo  
Treasurer:  Maryanne Deaton  
Secretary:  Susan Stott  
Trustee:  Mary Sue Brown  
Trustee:  Kathy Slovick  

Trustees Absent:  
Trustee:  Richard Jones

The chair declared that a quorum was present.

Staff Present:  
Dawn Bussey  Library Director  
Christina Keasler  Youth Department Director  
Ann Marie Lindsey  Materials Processing Manager  
Maria Tachna  Finance/HR Director

AUDIENCE PARTICIPATION:  
Jasleen Kaur, CPA from Lauterbach & Amen, LLP briefly reviewed the audit report for fiscal year ended December 31, 2022. There were no material disagreements as stated in the Independent Auditor's Report. Pages 5 – 14 include the Management, Discussion & Analysis, page 21 divides the dollars into separate funds, then the notes section. Ms. Kaur pointed out that the ending fund balance is positive for all the funds. The Library once again received an unmodified opinion, which is the highest rank an organization can receive and means there were no material discrepancies. The 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. Ms. Kaur reviewed the Balance Sheet, Statement of Revenues and Expenditures, and the Statement of Net Position which consists of a combined fund report for the Library. Ms. Kaur pointed out some items of interest: pages 21-22 show the Library had an ending fund balance of about $150,000 more than the previous fiscal year. Page 50 contains fiscal year 2022 budget vs. actual and shows that more revenues came in than budgeted and expenditures came in slightly above budget. Ms. Kaur thanked the Finance Department for the preparation work and commented that the audit process was smooth.

MINUTES OF PREVIOUS MEETING:  
Trustee Brown moved to accept the minutes of the regular Library Board Meeting on May 15, 2023. Motion Seconded and Carried – Voice Vote - Unanimous.

COMMUNICATIONS:  
The Board reviewed the monthly communications.

OFFICER’S REPORT:  
President Volk attended trustee training in mid to late May and highly encouraged other trustees to take advantage of training opportunities. The Board discussed consent agendas
which allows for grouping meeting discussion points into a single agenda item. The board decided not to pursue a consent agenda. Other items President Volk brought up from training included having the secretary call the name of the person for each roll call vote while changing the order with each vote, no longer voting on the Librarian Reports section of the packet, for all trustees to only have library business on laptops and to not have cellular devices out while the board meeting is in session.

Treasurer Deaton reported on the financials this month. Of particular note, $1,642 was paid to American Library Association for one annual membership and 4 staff members to attend the annual conference, $6,500 was paid to Image One Facility Solutions for May and June cleaning, $5,160 was paid to Jacobs & Sons for seal coating and striping the parking lot, $1,200 was paid to Mobile Beacon for the annual fee for 9 hot spots, $2,500 was paid to Provantage for the Veeam software backup renewal, and $18,016.06 was paid to US Upfitters Truck & Van Equipment for different components installed on the outreach van.

**FINANCIAL REPORTS:**
Treasurer Deaton moved to authorize expenditures for goods and services totaling $414,824.84 as listed in the June 2023 Expenditure Approval List, accept the June Expenditure Report, and the May Revenue and Balance sheet. Motion Seconded and Carried – Roll Call Vote - Unanimous.

**LIBRARIANS’ REPORTS:**
Director Bussey reviewed the statistics for the month. Visits to library are up, noting an increased usage of space, reference inquiries increased 61% for the month, adult database usage increased 22% for the month, youth database usage increased 50% for the month, program attendance increased 163%, and study room usage increased 20% for the month. A budget committee meeting will have to be scheduled in August. The Ice Cream Social was a big success! Approximately 1,000 people were served.

An annual snapshot for the library is included in the Librarian Reports section of the packet.

Three things to know are: Product Architecture will attend the July meeting to share information on the second-floor maker space and refresh, the van is out and about, and came in under budget, we’ve reached the registration goal for summer reading, but keep reading, and it’s not too late to sign up! The library is receiving a lot of position feedback about summer reading, and finally the meeting presenting the .02 maintenance levy will be at the July 24th village meeting at 7 PM at the Civic Center.

**NEW BUSINESS:**
Review and Approve Submitting .02 Building Maintenance Levy Documents to the Village:
Treasurer Deaton moved to approve and submit the .02 Building Maintenance Levy Documents to the Village. Motion Seconded and Carried – Roll Call Vote – Unanimous.

**OTHER BUSINESS:**
The board watched a portion of the video: A Meeting of the Kleintown Public Library: A Look Inside How to Run an Efficient and Effective Library Board Meeting which featured a mock board meeting. The board will continue to watch the remainder of the video at subsequent meetings.

**EXECUTIVE SESSION AND ADJOURNMENT:**
At 8:50, Treasurer Deaton moved to adjourn the Regular Library Board Meeting and move
into executive session for the purpose of Semi-Annual review of previous minutes and recordings being held in executive session. Motion Seconded and Carried - Voice Vote – Unanimous.

At 8:59, Trustee Slovick moved to adjourn executive session. Motion Seconded and Carried – Voice Vote – Unanimous.

Meeting adjourned at 9:00

Maria Tachna
Finance and HR Director