

IL Library Board of Trustees Meeting Minutes **October 19, 2023**

- **Call to order @ 4:17 pm**  
**Present:** Susan Rollings, Bev Cannan, Ben Conboy, Beth Lomnitzer, Pam Howard  
**Not present:** MJ
- **Public Comments (5 minutes) - N/A**
- **Review and approve minutes from prior meeting**
  - **??{2 minor changes to minutes (Susan)\*\*}??**
  - **Beth made a MOTION** to approve September 2023 minutes; **MOTION** seconded; **MOTION passed**
- **Review directors report**
  - Cost estimate update for Rug + mobile book organizer: will be about \$1500
  - Phone charges still too high; being charged for taxes but we shouldn't be; **Pam** is going to take over and go through bill and dealing with Frontier
  - Details about new door still have to be sussed out; updates to come
  - Ben Conboy has agreed to continue on as board member (term starting Jan 2024)
  - Board Approval for Susan to schedule staff accordingly for PT staff to attend tutorials
  - Board Approval for Susan to attend meeting in Saratoga on Nov 16; switching Board meeting to November 21 (Tuesday)
- **Review and approve payment of bills:**
  - **Ben made a MOTION** to approve paying of bills; **MOTION** seconded; all in favor; **MOTION passed**
- **Report of Special Committees - N/A**
- **Old business:**
  - Ben - Sign Stuff - guy from Rochester - composite = \$600; want to go ahead and order now
  - **Pam made a MOTION** to allow for the purchase sign(s) not to exceed \$3500; **MOTION** seconded; all in favor; **MOTION passed**
    - Ben to order sign (after getting specs from Bill)
- **New Business:**
  - Status of 2024 Budget
  - Review status of Board Members Education hours thus far this year.  
**Documentation and hours needed by December 31st.**
  - Ben sent out reminder email for webinars that we could take

- **Pam** to take over the writing of **Circulation Policy (will present at November meeting for us to vote on)**
  - **Circulation**
  - **Customer Service**
  - **Lending Rules**
  - **Patron Confidentiality**
  - **Non-Resident Borrowing**
  - **Law Enforcement Inquiry**
  
- **Postpone:** November **Public Space and Safety** Policy review until December or January
  - **Public Space:**
    - Accessibility/ADA Statement
    - Exhibit/Posting
    - Incident Report Form
    - Meeting Space/ Equipment
    - Patron Behavior / Code of Conduct
    - Patron Complaints
    - Programming
    - Unattended Children
    - Vulnerable Adults
  - **Safety:**
    - Emergency Plan
    - Fire Safety
    - Opioid Prevention Measures.
    - Disaster Recovery
    - Workplace Safety/ Violence Prevention
    - Active Shooter Procedures
  
- **Executive Session**
  - Reason: N/A
  - Time in:   Time out:
  - Action taken after executive session:

**Next Meeting: November 21, 2023**

**MOTION** by Bev to adjourn; **MOTION** seconded; **MOTION** passed  
**Meeting Adjourned @ 5:21pm**