

**Genoa Public Library**  
Board of Trustee Meeting Minutes  
September 18, 2023

- I. CALL TO ORDER – Meeting was called to order at 7:00 pm by Board President Jim Hansen. Trustees present: Steven Veeneman, Donna Bradshaw, Jennifer Lechelt, and Mary Keys. Also present: Library Director Jen Barton.
- II. APPROVAL OF AGENDA – Steven moved to approve the agenda, second by Donna. Vote: Yes/5, No/0
- III. PUBLIC COMMENT – None
- IV. PRESENTATIONS – None
- V. APPROVAL OF MINUTES – Steven moved to approve the minutes from August 21, 2023 as amended. Second by Jennifer. Vote: Yes/5, No/0
- VI. CORRESPONDENCE – Library Director Jen Barton shared a letter from the Illinois State Library asking all public libraries to complete an internet survey by October 11, 2023.
- VII. TREASURER’S REPORT – Steven moved that we place \$26,104.15 on the record for audit for the month of August. Second by Donna. A roll call vote was taken: Steven-yes, Donna-yes, Jennifer-yes, Mary-yes, Jim-yes.
- VIII. OLD BUSINESS
  - i. Items on the Project List were reviewed and the list will be updated to reflect progress and completion of current items.
  - ii. Library Director Jen Barton provided an update on the plans for Mark Pahnke’s 50<sup>th</sup> anniversary recognition.
- IX. NEW BUSINESS
  - i. Steven made a motion to approve the Tax Levy Ordinance 23-04 as presented. Second by Donna. A roll call vote was taken: Steven-yes, Donna-yes, Jennifer-yes, Mary-yes, Jim-yes
  - ii. Steven made a motion to approve Board Meeting Ordinance 23-05 and the Holiday Closures Addendum to Ordinance 23-05. Second by Jennifer. Vote: Yes/5, No/0
  - iii. Steven made a motion to transfer the FY 2023 surplus of \$3,890.96 to the Special Reserve Fund. Second by Donna. A roll call vote was taken: Steven-yes, Donna-yes, Jennifer-yes, Mary-yes, Jim-yes
  - iv. Steven made a motion to amend the library’s bylaws to reflect the update to the prerequisites for remote attendance as required by P.A. 103-311. Second by Donna. Vote: Yes/5, No/0
- X. STANDING COMMITTEES
  - a. Finance – None
  - b. Technology – None
  - c. Facilities – None
  - d. Policy - None
- XI. DIRECTOR’S REPORT AND MONTHLY STATISTICS – Presented
- XII. FUTURE AGENDA ITEMS – None
- XIII. ADDITIONAL DISCUSSION
  - i. Library Director shared information regarding the recent bomb threats targeting public libraries in the Chicagoland area. Staff and the Genoa Police Chief have also been notified about the threats in order to be prepared.
  - ii. The annual book sale will run from October 5-7, 2023 and Harvest Fest will be October 7, 2023.
  - iii. Library Director Jen Barton will be on vacation from September 26 – October 2, 2023.
- XIV. CLOSED SESSION – None
- XV. ADJOURNMENT – The meeting was adjourned in due form at 7:36 pm.

**Next Meeting: October 16, 2023**