

**Genoa Public Library**  
Board of Trustee Meeting Minutes  
November 20, 2023

**SPECIAL MEETING**

- I. CALL TO ORDER – The Special Meeting was called to order at 7:00 pm by Board President Jim Hansen. Trustees present: Steven Veeneman, Donna Bradshaw, and Jennifer Lechelt. Trustees Absent: Mary Keys. Also present: Library Director Jen Barton.
- II. MARK PAHNKE 50<sup>TH</sup> ANNIVERSARY PROCLAMATION – Board President Jim Hansen read a proclamation in honor of Mark Pahnke’s 50<sup>th</sup> anniversary of employment at the library and presented the proclamation to Mark. Library Director Jen Barton presented Mark with a check for \$500 and an embroidered Genoa Public Library District jacket.
- III. ADJOURNMENT – The meeting was adjourned at 7:15 pm

**BOARD MEETING**

- I. CALL TO ORDER – Meeting was called to order at 7:18 pm by Board President Jim Hansen. Trustees present: Steven Veeneman, Donna Bradshaw, and Jennifer Lechelt. Trustees Absent: Mary Keys. Also present: Library Director Jen Barton.
- II. APPROVAL OF AGENDA – Steven moved to approve the agenda, second by Donna. Vote: Yes/4, No/0
- III. PUBLIC COMMENT – None
- IV. PRESENTATIONS – None
- V. APPROVAL OF MINUTES – Steven moved to approve the minutes from October 16, 2023. Second by Jennifer. Vote: Yes/4, No/0
- VI. CORRESPONDENCE – (1) The Library received its Notice of Property Assessment for the apartments in the 232 building. Our property assessment increased 0.35% from last year’s assessment; (2) The Library received two Assessment Appeals from property owners who are petitioning the county to reduce their assessment by \$100,000 or more; and (3) a thank you letter from Habitat of Humanity of DeKalb County for publicizing their grant program to families in the community.
- VII. TREASURER’S REPORT – Steven moved that we place \$24,256.58 on the record for audit for the month of October. Second by Donna. A roll call vote was taken: Steven-yes, Donna-yes, Jennifer-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.
- IX. NEW BUSINESS
  - i. Steven made a motion to vote for Jack Bower in the IMRF 2023 Executive Trustee Election on Resolution 23-06. Second by Jennifer. Vote: Yes/4, No/0
  - ii. Library Director Jen Barton notified the Board that the Library will be opening at 1 pm on Thursday, December 7<sup>th</sup> so staff can attend a morning training session.
  - iii. Library Director Jen Barton presented a draft paid leave policy to comply with the new law going into effect on January 1, 2024 in Illinois. The final draft will be presented at the December meeting for Board approval.
- 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 – None
- XIV. CLOSED SESSION – None
- XV. ADJOURNMENT – The meeting was adjourned in due form at 8:17 pm.

**Next Meeting: December 18, 2023**