

**Minutes of Regular Meeting  
July 16, 2019**

**Call to Order/Roll Call**

President Earl Thompson called the meeting to order at 6:30 PM at the library. Also present were Ginni Yarbrough, Maria Rector, Dianne Allendorf, Craig Albaugh, Gloria Junge, Alice McMahon, and Library Director Nita Burke.

**Review of Agenda Items**

This will be removed from the agenda items in the future.

**Citizen Comments**

Tim Doser was present as was Kathy Leonard from the Friends.

**Consent Agenda**

Craig moved and Ginni seconded to approve the minutes of the 6/18/19 minutes. Motion carried.  
Craig moved and Dianne seconded to approve the bills paid/payable for 6/17/19 – 7/17/19 including those additions over \$1,000.00 to Kone (\$1,879.12), McCoy Insurance (\$6,044.00), PrairieCat (\$2,052.62), and Willis Computer Solutions (\$2,399.98). Motion carried.  
Ginni moved and Dianne seconded to approve the library statistics for June, 2019. Motion carried.

Ginni moved and Maria seconded to approve the non-resident fee calculation. Motion carried.

**Financial Report**

The report was received only one day prior to them meeting. While several items have been corrected/adjusted, the digitization figures are still not correct. Some funds are still not accurately labeled even though a list of funds was given to Wagner Accounting. These continuing problems are unacceptable and make it impossible for the board to accept them as accurate.  
Gloria moved to acknowledge receipt of the financial report with the exceptions noted. Ginni seconded the motion which carried.

**Treasurer's Report**

Craig will to the next meeting with a list of funds that need to be broken down/moved into separate accounts so that we can keep track of interest in each. This will be on the agenda for the August meeting.  
Craig will also sort out what monies the Endowment Fund includes as Wagner's is still showing that a one lump sum.  
The tentative FY 2019/2020 Budget was reviewed, and Nita and Craig will continue to work on a few items before the hearing.

**Friends**

Kathy Leonard reported that the Book Sale is ready to go for July 25<sup>th</sup> & 26<sup>th</sup>.  
Library board members are encouraged to sign up to attend the Friends' meetings.

## **Library Director's Report**

Proposals received from possible accounting firms were shared. Prices included:

- 1) Honkamp Krueger & Co. – Payroll and accounting \$12,157.00 per year; \$135.00/hour setup price
- 2) Johnson Block & Co. – Payroll \$2,400.00; Accounting \$6,000.00; Setup \$1,500.00

Both firms use QuickBooks. Several board members were familiar with Honkamp Krueger's work and felt that they would provide the service needed.

Gloria moved to hire Honkamp Krueger & Co. as the library's new accounting firm. Ginni seconded the motion which carried.

The board did not feel that the promotional bags we were considering could be sold for \$20.00. Nita is getting a price from Apple River Bank on the bags they use as the quality was much better.

## **Board President's Report**

A bigger safety deposit box was rented and the contents inventoried. Added to the box were some woodblock prints by Turzak found in a file drawer. These would appear to be valuable.

Earl asked that board members familiarize themselves with the Open Meetings Act, Robert's Rules of Order, and Trustee Responsibilities, especially chain of command.

## **COMMITTEES**

There were no committee reports for the meeting.

### **Building & Grounds**

### **Finance**

### **Human Resources**

### **Policy**

## **Old Business**

The board directed the Building & Grounds Committee to pursue the plans for the circulation desk and the egress window in the Children's Library. Following discussion on other upstairs renovations, further discussion/planning was referred back to the committee to look at alternatives.

Craig moved to reimburse Rachel Lenstra \$1,000.00 for tuition paid in 2018 if she has not already received it. Gloria seconded the motion which carried.

## **New Business**

Craig moved to authorize Nita to throw out the podium and any other unusable items or materials from the archival room with deaccessioning of any necessary materials. Ginni seconded the motion which carried.

### **Items for the Next Agenda**

Items need to be sent to Nita by the time she determines.

### **Closed Session**

Ginni moved and Dianne seconded to go into Closed Session at 8:35 PM for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body. Motion carried.

The board returned to regular session at 9:40 PM. No action was taken.

### **Change of Board Meeting Night**

Maria moved and Ginni seconded to move the regular board meeting night to the second Monday of the month beginning with the August meeting. Motion carried.

### **Adjournment**

Craig moved to adjourn the meeting at 9:45 PM. Ginni seconded the motion which carried.

### **Next Board Meeting**

The next meeting will be the ***Budget Hearing at 6:00 PM on July 30, 2019*** at the library.

The next ***regular board meeting will be on Monday, August 12, 2019*** at the library at 6:30 PM.

Respectfully submitted,



Dianne Allendorf  
Secretary