

## **Minutes of Regular Monthly Meeting September 18, 2018**

### **Call to Order/Roll Call**

President Earl Thompson called the meeting to order at 6:40 PM at the library. Present were Earl Thompson, Dianne Allendorf, Helen Mayberry, Heather Vincent, Ginni Yarbrough, Rick Pariser, Peggy Stortz, and Nita Burke, Library Director.

### **Review of Agenda for Additions/Changes**

The next meeting will be held on October 16, 2018 at 6:00 PM not October 18 at 6:30 PM as noted on the agenda.

### **Citizen Comments**

Laura Scoles from the Friends of the Library was present at the meeting.

### **Consent Agenda**

Dianne moved and Heather seconded to approve the items on the Consent Agenda including the minutes of the 8/28/18 Special Meeting and the 8/21/18 Regular Meeting, the library statistics for September, 2018, and the bills paid/payable for 9/5/18 and 9/13/18 with the addition of \$1,297.93 to Ebsco for magazine subscriptions. Motion carried.

### **Financial Report**

### **Treasurer's Report**

### **Director's Report**

Nita reported that although only a few people are using Freegal at this time, 2 of the users are businesses. The board felt that the library could not support keeping the program with such limited use, and Friends have already agreed to drop the service and have purchased Ancestry.com.

Nita also reported on Kanopy, a program that offers 30,000 films that are not readily available in other places (documentaries, etc.). The cost per film is \$2.00 with the annual fee reported to run between \$380.00 and \$500.00. The board felt this cost seemed low, so Nita will send out the details to board members for next month's meeting.

Nita shared the library statistics reported in the Illinois Public Library Annual Report that the library is required to submit each year. In regard to the report,

there were no problems with the audit of the secretary's minutes, and the board had completed all things noted in the minutes that would be done.

### **Board President's Report**

Colleen's retirement party will be on November 2 at 5:30 PM at the Desoto Hotel.

The dates of December 2 and 9 will be the possible dates for the Christmas Party.

It was suggested that guidelines for retirement gifts and parties be added to our Best Practices document.

The Police Department has asked that the library be a designated shelter for public events in the case that evacuation is needed. The board felt that this would be a good place but would like to know for the next meeting what exactly it entails.

### **Friends**

Laura Scoles reported that there will be a Meet and Greet at the library on October 22 from 6:30 – 8:00 PM for Friends Week. Ted Williams will tell ghost stories.

## **COMMITTEE REPORTS**

### **Building & Grounds**

The committee is waiting for Jim Baranski's report.

The Ad Hoc Historical Committee will schedule a meeting with Colleen Lubinski again. The estimate for the digitization of the first 15 years of the paper could be less than originally quoted as there aren't as many editions as thought. The committee was asked to bring a recommendation to the board as to where we go next with the project.

### **Finance**

### **Policy**

### **Human Resources**

The new director's goals and the timeline for completion were shared. See minutes of HR meeting of 9/18/18.

## **Marketing & Programming**

The committee will meet on 9/24.

A letter from an attendee at the Women of Courage and Commitment program was shared. She stated that it was very distracting to have patrons in the library during the program. Without a sound system it was hard to hear, and with 55 people in attendance those in the back had a hard time seeing. This information will be shared with Jim Baranski as we look at the upstairs remodeling. Nita will respond to the letter and let the person know we are taking these things into consideration for the future.

## **Strategic Plan**

### **Unfinished Business**

Training on the iPads will be done at 6:00 PM before the October 16 meeting. Board members would like everything needed downloaded on to the iPads before the training.

### **New Business**

Papers are now available to be taken out for the April Trustee Election. The four year terms of Helen, Dianne, and Earl and the Rick's two year term are up for election.

Peggy moved and Helen seconded to adopt the Budget & Appropriation Ordinance #19-02 for Fiscal Year 2019. Motion carried.

## **Closed Session**

## **Announcements**

### **Adjournment**

Heather moved and Ginni seconded to adjourn the meeting at 8:18 PM. Motion carried.

### **Next Meeting**

The next meeting will be held at 6:00 PM on October 16, 2018 at the library.

Respectfully submitted,

*Dianne Allendorf*

Secretary