President Mary Cinto called the Budget & Appropriation Hearing to order at 6:02 PM at the library. Present were: Rick Pariser, Peggy Stortz, Helen Mayberry, Heather Vincent, Dianne Allendorf, and Susi Ludwig, Library Director. Ginni Yarbrough arrived at 6:28 PM.

Susi answered questions and explained items regarding Budget & Appropriation Ordinance #18-01.

Mileage reimbursement is included under Continuing Education per ILA.

The Contingency amount of $30,000.00 is for emergency expenses that would need to be dealt with immediately such as the boiler going out.

The $110,000.00 in Expenditures from the Special Reserve Fund would be used for projects that are being considered by the board and will only be used if the board votes to go ahead with any of the projects. Money for matching funds for grants and possible future projects has to be included in the budget in order for it to be used. Because it is included in the budget does not mean it will be spent. Expending funds would be done only with a board vote.

Some projects being considered include:

1. Fire Alarm System
2. Digitizing blueprints
3. Lighting Expert/lighting project
4. Historical Room
5. Small break room extension

Tax money is in 4 funds:
1. Corporate
2. IMRF
3. FICA
4. Insurance

All other funds are library funds.

Susi stated that cost saving measures she has implemented or is looking to implement are not necessarily line items by themselves but are included in utilities and capital outlay.

When asked if the AV collection could be cut rather than books, Susi said the AV collection is widely popular and usage continues to grow.

Continuing Education costs are up due to reimbursement of tuition for a staff member.

Concern was expressed that the board members receive the budget so late in correlation to the time of the hearing. It was suggested that the budget process begin earlier and board members be kept up to date with what is going on and that the Budget & Appropriation be distributed to board members much earlier. It was also a concern
that there are no cost estimates for projects being considered for the fiscal year and that the budget is approved without cost estimates. Board members also expressed concern that the ending balance has continued to go down over the years. It was also a concern that there are no cost estimates for projects being considered for the fiscal year and that the budget is approved without cost estimates.

Rick moved to close the hearing at 6:30 PM with a second by Heather. Motion carried.

Regular Monthly Meeting of the Board of Trustees

Call to Order/Roll Call
President Mary Cinto called the regular monthly meeting of the Board of Trustees to order at 6:30 PM. Attendance remained the same as for the hearing. A Galena Gazette reporter was in attendance also.

Helen moved and Ginni seconded to approve the Agenda as presented. Motion carried.

Citizen Comments

Consent Agenda
Heather moved and Ginni seconded to approve the items on the Consent Agenda including the Minutes of the 8/22/17 regular meeting, Bills Payable for 9/11/17, and Library Statistics for 8/17. Motion carried.

REPORTS
Financial Report
Wagner Accounting has changed the bank name to Illinois Bank & Trust in their report. Tom Wagner will be at the October board meeting at 6:00 PM to explain the monthly financial statement.

The field work has begun for the audit by O'Conner Brooks to begin in early October. Our contract with them runs through this year and next.

Treasurer's Report
There will be CDs maturing in November.

Committee Reports
Building & Grounds
The committee met on 9/15/17 and minutes of the meeting were distributed. Susi had given the committee the "Proposed Future Projects" Chart, and the committee discussed the projects and their status. The committee is recommending to the board:

1. Investigate a new fire alarm system and secure cost estimates from several vendors;
2. Investigate creating a “digitized master floor plan” as introduced by architect Jim Baranski during a building walk-through. These could be used for any future work projects and would ensure safety of the blueprints;
3. Contract with a lighting design expert to evaluate the cove/ceiling lighting on the main floor to help determine the most effective lighting and cost saving measures;
4. Create evacuation plan maps to be displayed throughout the library.

Rick moved to seek bids for an assessment of the current fire alarm system and possible system upgrades. Ginni seconded the motion which carried.

Helen moved to seek competitive bids for digitizing all blueprints. Dianne seconded the motion which carried.

Susi and the committee will look locally for someone to work with on evaluating the current lighting on the main floor. The library consortium and Jo Carroll Energy were suggested as places to begin the search for names.

It was suggested that the school, hospital, and fire department be contacted as to how to proceed with the evacuation maps to be displayed in the library.

The committee will meet again on 11/13/17 to look at prioritizing items on the 3 Year Capital Improvement Schedule (Proposed Future Projects List will be used to begin the process).

Finance Policy

Human Resources
The committee needs to look at Performance Appraisals and discuss with Susi her progress on goals to be presented at the October meeting.
The committee will meet on 10/5 at the 4:00 PM at Illinois Bank & Trust.

Marketing
Minutes from the 8/31 meeting were distributed.
The Adult Programming Survey was reviewed, and some board suggestions included trying to keep the survey to one page and passing it out at programs, having it at the front desk, distributing it to the Friends, school board, Chamber board, and at the Business Blends. Ginni would be willing to take it to the Farmers’ Market and Rick would be willing to pass it out at Piggly Wiggly.

Strategic Plan
The planning session will begin at 9:30 AM instead of 9:00 AM at Midwest Medical Center.
Mary Sheehan will use the SWOT (strengths, weaknesses, opportunities, threats) strategy to conduct the meeting.
A couple of items we want to discuss include the Historical Room and volunteerism. We will also look at Susi’s objectives and how they relate to the Strategic Plan. Board members are asked to look over last year’s meeting notes. We need to also look at how we are doing on meeting the goals from the strategic plan to our regular monthly meeting agendas.

Trustee Orientation 101
We are a member of the PrairieCat library system, which has 127 member libraries. Susi shared a fact sheet on the system. Susi has served on the administrative council for 5 years. They are currently working on a Strategic Plan.

Library Director’s Report
Our bonding insurance increased.
The ILA conference will be held in Tinley Park in October.

Friends
Susi reviewed items on the Friends’ Wish List 2108 which totaled $12,665.00. Peggy requested that we add a community picnic or ice cream social to the list. This item will go back to the Marketing & Planning Committee.
Heather moved and Ginni seconded to accept the items on the Friends’ Wish List.
Motion carried with 6 ayes and 1 nay.
The Book Sale is set for July 26 – 28, 2018. The Friends are holding a Kick-Off for National Library Week on October 16 called Be a Friend, Bring a Friend. They currently have 146 members.

Motions, Resolutions, Ordinances
Budget & Appropriation Ordinance 18-01
Discussion occurred as Rick wanted it made clear that by voting for the B & A we are not authorizing or endorsing any expenditures for specific projects. He was assured that this is the case. He also suggested, and the board agreed, that beginning with the FY19 budgeting process, building projects for inclusion in the budget be those identified as needs through the 3 Year Capital Improvements List and that estimated costs have been sought for the projects before the budget is approved.
The budgeting process in the future will start at the beginning of the calendar year and will include input from staff as to needs.
Budget and Appropriation Ordinance 18-01 was approved with a roll call vote as follows:
Aye – Dianne Allendorf, Helen Mayberry, Heather Vincent, Mary Cinto, Rick Pariser, Ginni Yarbrough
Nay – Peggy Stortz
Helen moved and Heather seconded to adjourn the meeting at 7:55 PM. Motion carried.

Respectfully submitted,
Dianne Allendorf
Secretary