Minutes of Regular Meeting
November 14, 2017

Call to Order
Vice President Helen Mayberry called the meeting to order at 6:30 PM at the library.

Roll Call
Present: Rick Pariser, Peggy Stortz, Ginni Yarbrough, Heather Vincent, Dianne Allendorf, Helen Mayberry

Review of Agenda for Additions or Changes
Dianne moved and Heather seconded to accept the agenda as presented. Motion carried.

Citizen Comments
Helen shared a thank you note from Mary Cinto for the fruit and cheese basket.

Consent Agenda
Rick moved and Heather seconded to approve the items on the Consent Agenda including the minutes of the 10/17/17 meeting, bills payable for 10/17/17 and 11/08/17, and the library statistics for 10/17/17. Motion carried.

At 6:35 PM, Rick moved and Peggy seconded to move into closed session per Article 5 ilcs120/2c-3 to discuss the appointment to fill the board vacancy. Motion carried.

The board returned to regular session at 6:55 PM.
Helen moved and Heather seconded to appoint Earl Thompson to fill the vacancy on the board. Motion carried.

Treasurer’s Report
Two CDs were reinvested at 2.15% for 60 months at First Community Bank. They are now #166378 for $71,141.33 and #166379 for $69,202.33. Susi will need the new information for Wagner’s.

Financial Report
On p. 13, the Continuing Education expense for $713.99 was for Susi’s attendance at the ILA Conference and mileage to RUG Day.

COMMITTEE REPORTS
Building & Grounds Committee
Susi distributed the handout from the November 13 meeting of projects being discussed.
These include:
1. Assessing and replacing the 25 year old fire alarm system. Marvin is checking with the fire department on this.
2. Digitization of building blueprints – getting these on CD and also having Copyworks or the City make hard copies.
3. Evacuation Plans – Continuing to look into this
4. Lighting – A cost estimate to have an expert come in to look at the lighting will be pursued. At this time we are primarily concerned with the hallway lighting and the outside lighting, but other areas also need to be assessed.
5. Sidewalk repair in front of the book drop box – get 2 bids
6. Historical room clean up and inventory – Susi, Rachel, Rick, and Ginni are working on this
7. Investigate a new phone system
8. Investigate repainting the radiators throughout the building to be done after the heating season

Finance – No Report

Policy – No Report

Human Resources
Discussion of employee health insurance was tabled until Nate McCoy gets back to Helen with more information on other possible plans/options.

Do we need a December meeting? Health insurance needs to be decided before January 1, 2018. This could be done by email if necessary. Discussion of election of officers will need be done sooner than later. The board will meet on December 19, 2017 at 6:30 PM.

Marketing & Planning
The committee met on 10/20/17 to look at the surveys. The summary was shared by Peggy. The next step will be to move on some of the suggestions which was referred back to the committee for their guidance.

There have been some issues with a couple of recent programs so it is suggested that the program policy be reviewed and/or revised.

Peggy reported on the Friends Advisory Committee which will function as an ad-hoc committee of the board. The committee is going to begin working on items for adult patrons first. The committee will consist of Peggy, Ginni, Larissa, and the President of Friends. Their first item of business will be the summer festival. No decisions will be made by the committee without board approval.
Helen moved and Heather seconded to form the committee and allow them to move ahead on the summer festival. Motion carried.

Strategic Plan
Helen presented 10 things from the plan we need to look at during board meetings to determine our progress:
   1. Patron survey – done
2. Historical room inventory – under way
3. Technical equipment assessment including fire alarm and phone, computers, etc.
4. Volunteer program
5. Space planning – after the first of the year
6. Board orientation – Continue to invite presenters such as O’Connor Brooks, Wagner Accounting, Jean Dimke, etc.
7. Human Resources goals – work with strategic plan goals, rewards to staff and volunteers, etc.
8. Program development to increase patron usage – under way with the Friends Advisory Committee
9. Feasibility study of redistricting
10. Board development program

Library Director’s Report
Susi shared the advertising/press release for Litfest.

High School students will again provide music at the library the weekend of the luminaria, and the Friends wills serve a light lunch.

There is a new program for baking pan circulation.

Friends
The Wish List was approved with the addition of a microphone sound system.

The Book Sale will be held July 27 & 28, 2018, and May 18, 2018 will be the Culver’s Share Night.

Unfinished Business
Peggy will be added to the signature card as the 4th check signer.

If an agreement can be worked out with how to share library services, providing service to Prairie Ridge residents could still be an option.

December 10 will be the Christmas party at the Desoto Hotel and will include trivia.

New Business
The December meeting will include voting on employee health insurance, the Program Policy, and the Advisory Council update.

In January we will talk about library space, have the audit presentation from Pat McCarthy, and discuss election of officers.

In regard to the audit, we will request that we have the report in September in the future.
Rick suggested that we use an audio-visual camera to record our meetings. No action was taken as it was discussed that this might inhibit people from speaking out.

Changing the January meeting to the 9th rather than the 16th was discussed, but the January 16th date was kept.

**Motions, Resolutions, Ordinances**
The check signing resolution #18-01 permitting Heather Vincent, Helen Mayberry, Dianne Allendorf, and Peggy Stortz to sign checks passed with 6 – 0 vote.

The Tax Levy Ordinance #18-02 passed with a vote of 6 – 0.

The next meeting will be held December 19 at 6:30 PM.

Ginni moved and Heather seconded to adjourn the meeting at 8:53 PM. Motion carried.

Respectfully submitted,

*Dianne Allendorf*

Dianne Allendorf
Secretary