

DECEMBER AGENDA

1. Call to Order – **Monday, December 3, 2018**, at 5:00 p.m. at the Library.
2. Roll Call

_____ Bates	_____ Fisher	_____ Roessler
_____ Eisenmayer	_____ Painter	_____ Russell
	_____ Pullen	
3. Minutes of November 5th meeting.
4. Financial Report for November.
5. Casey State Bank CD comes due Jan. 10, 2019. It will roll over with renewal. Vote
6. Circulation for November.
7. Staff
 - Job Descriptions – review to accept
8. Per Capita Grant Money received on 11-19-18 for FY2018 100% payment of \$9,163.75.
9. Gingerbread House Decorating Days will held on Nov. 29th, Nov. 30th and Dec. 1st. On Nov. 12th Anita, Char (cut triangles for us ahead of time), Diana Russell, Judy Roessler, Oleksiy Baker, Kris Peterson, Lynn Ragar Debbie, Mary and Loreena made 301 gingerbread houses.
10. Open Meetings Act Designees have to complete the training every year – Anita will complete in January.
11. Goals
 - Community Survey
 - Strategic Plan
 - Flooring in the workroom and behind the circulation counter
12. Grant Opportunity
 - Rural Development Grant Director Smith met with Lynn Anderson on Monday November 26th to begin 2nd part of paperwork for the grant.
 - Twomey Foundation – Director Smith sent a letter for grant funds to help with the east window project and blocks repair and sealant.
13. Census 2020 - online

14. Other –

- 11-1-18 & 11-2-18 – Bottom Section of the East Window – Burlington Glass removed each window pane, frame and caulking. They found there was not any metal end dams and very little caulking. They added metal end dams, caulking.
- 11-3-18 – The library set up 3 tables with our books for sale at the FOCC Craft & Vendor show. The library also set up 2 tables and held a craft and Christmas bingo with the children. 16 children made a craft. Mary Allaman, Sue Bates, Char Fisher, Judy Roessler, Maddie Leath and Tom Pullen worked a shift. Director Smith and Sloan Fisher ran the craft and game tables. The library held a drawing and gave away one adult book, juvenile, and children’s book.
- 11-7-18 & 11-8-18 – Top section of the East Window - Burlington Glass set up scaffolding, removed the shades, removed caulking. On Thursday they removed each window pane, metal frame and added metal end dams, caulking. They found the top section did not have any glue or metal end dams.
- 11-8-18 – Director Smith, Allaman, Leath, Gillam listened to the webinar “Find More Illinois” another resource sharing for inter-library loan. This will be a fee based resource based on our annual collection expenditure.
- 11-7-18 –Called Office Specialist when using the color there are streaks on the page. Tech came on 11-9-18 and he replaced the belt unit, drum, fusing unit, and new rollers on the top tray. All of the items and work is included in the maintenance agreement.
- 11-14-18 – Guest speakers for the Book Discussion group was Marsha Morgan with 28 in attendance.
- 11-16-18– Stronghurst Christmas Walk – Sarah drove the Bookmobile decorated with Christmas lights and parked by Security Savings & Loan in the middle of the road with 128 people going inside to view the bookmobile, Director Smith set up a table in the Senior Center. Debbie Gillam, Tom Pullen, and Diana Russell helped Director Smith. The library held a drawing and gave away one adult book and three children’s books.
- 11-16-18 -Director had Hilligoss take both of the flags down for the winter.
- Santa Claus will be at the library on Sat. Dec. 8th at 10:00. Santa will read “Twas the Night Before Christmas” and we will serve chocolate milk, juice and donuts, and take the kids pictures with Santa.

Next meeting is January 7, 2019 at 5:00 p.m.