

FEBRUARY 2020 AGENDA

1. Call to Order – **Monday, February 3, 2020**, at 5:00 p.m. at the Library.
2. Roll Call

_____ Bates	_____ Fisher	_____ Roessler
_____ Eisenmayer	_____ Painter	_____ Russell
	_____ Pullen	
3. Meet with Staff member Denny Hilligoss.
4. Minutes of January 6th meeting.
5. Financial Report for January.
 - State replacement tax for December from the State Comptroller’s office was not able to process the direct deposit, so they issued a check and mailed to us. The State Comptroller’s Office had a glitch in their software and is now repaired.
6. Circulation for January.
7. Staff – Brenda Tee is interested in teaching a beginner’s computer class.
8. IMRF – Received the Final Notice of IMRF Contribution Rate for YR2020- 16.44%.
9. Certificate of Status of Exempt Property – Board President to sign and date.
10. Bookmobile – Director did not send the Bookmobile on Saturday, January 11, 2020 to Terre Haute, Lomax and Carman due to the weather conditions ice and predicted snow. The library was open.
11. TumbleBooks Library – See stats page

Premium Subscription for a library with a single location, which includes access in the library from home, Multi-year pricing options:
3-year subscription (30% discount) - \$559.30/year - \$1677.90
2-year subscription (20% discount) - \$639.20/year = \$1598.00

Our current subscription to TumbleBookLibrary is Platinum and covers a library with a single location and access for West Central CUSD 235, Multi-year pricing options:
3-year subscription (30% discount) - \$699.30/year = \$2097.90
2-year subscription (20% discount) - \$799.20/year - \$1598.40
1-year subscription = \$999
12. Brockway – The thermostat in the meeting room has been reading temps at 67 degrees. Brockway came on 1-21-20 and replaced a capacitor on the inducer motor for that furnace.

13. The Board must appoint a staff member to be the Open Meetings Act designee. This person can be the FOIA officer as well. The OMA designee then must complete the training annually. Board members are required to take the OMA training only once. Any new board member must complete the training within 30 days.
14. 2020 Census – slide presentation (6 minutes) by the Director.
15. Library Survey
16. RSA Day will be held Thursday, March 19, 2020 from 9am-3pm in Washington, Il. Director Smith is registered and will be taking Allaman, Baker and Tee. Hilligoss will keep the library open. RSA Day is a professional development day with a keynote speaker and a choice of five breakout sessions to select during each of the four sessions. RSA covers the cost of lunch with the workshop being held 9:00 am – 3:00 pm in Washington, IL.
17. Reaching Forward South 2020 – Director Smith is registered for Friday, March 20, 2020 in Champaign, Illinois from 8:00 am - 4:00 pm. Reaching Forward South is an annual professional development conference for library support staff in central and southern Illinois. With a commitment to providing quality training and information, Reaching Forward South strives to be the premier professional development opportunity in the downstate area.
18. Library Trustee positions and terms.
President – Diana Russell, April 2024
Vice-President – Thomas Pullen, April 2021
Secretary – Sharon Eisenmayer, April 2022
Treasurer – Judy Roessler, April 2022
Charleen Fisher, April 2022
Jennifer Painter, April 2021
Susan Bates, April 2024
19. **ERate** - Steve Futrell, ERate Funding Solutions filed the E-Rate FY20 (07/01/20 – 06/30/21) FCC Form 471 #191002512, Application for Funding for Category 1- Internet Service.
20. Disaster Plan – yearly review
21. Western Illinois Library Legislative Meet-up to be held at the Galesburg Public Library on Monday, February 14, 2020 at 11:30-1:30 – Director Smith is registered. If any trustee would like to attend, please let Director Smith know.
22. Goals for the Library and the Bookmobile.
23. Other –
 - 1-2-20 – Brockway tech performed PM on the furnaces, changed furnace filters and checked the thermostats.

- 1-9-20 – Director Smith attended webinar RSA Database and RSA Circulation meetings.
- 1-15-20 – Director Smith joined the zoom meeting for the ILA Small and Rural Libraries Forum. This was the first meeting of the newly formed group to establish what the group wants to accomplish, draft bylaws, conference program ideas. Cyndi Robinson, ILA set up a google group for all that are members of this group to communicate.
- 1-16-20 – Bookmobile to Absolute Transportation oil change for the generator.
- 1-20-20 & 1-22-20 – Director Smith viewed the recorded webinar of the RAILS Member Meeting. Director give report.
- 1-22-20 – Received a letter asking to use our meeting room as a polling place for the March 17, 2020 Primary Election.
- 1-20-20 – RSA upgraded Workflows
- 1-30-20 – Director Smith viewed the Census 2020 webinar
- Can we move the June 1st meeting to June 8, 2020?

Next meeting is March 2, 2020 at 5:00 p.m.