

MARCH 2018 AGENDA

1. Call to Order – **Monday, March 4, 2019**, at 5:00 p.m. at the Library.
2. Roll Call

_____ Bates	_____ Fisher	_____ Roessler
_____ Eisenmayer	_____ Painter	_____ Russell
	_____ Pullen	
3. Meeting with staff member Debbie Gillam and Sarah Cassidy.
4. Minutes of February 4th meeting.
5. Financial Report for February.
6. Circulation for February.
7. Employees – Minimum wage increase
 - Employees - \$15 minimum wage from the current \$8.25. The wage will rise for those 18 of age and older on:
 - January 1, 2020 to \$9.25
 - July 1, 2020 to \$10
 - January 1, 2021 to \$11
 - January 1, 2022 to \$12
 - January 1, 2023 to \$13
 - January 1, 2024 to \$14
 - January 1, 2025 to \$15
8. Statement of Economic Interests needs signatures and date
9. Certificate of Status of Exempt Property – Board President to sign and date.
10. Tyco Simplex Grinnell
 - 2-8-19 Annual Fire Alarm system test and inspection completed with no deficiencies.
 - Annual billing for the Fire Alarm Monitoring Contract which provides 24 hour monitoring, repair and/or replacement of communicator as needed, daily review of condition codes and one program change per year. \$506.66
11. Record Systems, Inc. has a Bi-annual billing maintenance contract/warranty on the Canon Microfilm and Document Scanning equipment for January 1, 2019 – June, 30, 2019 will be invoiced for the first six months at \$504.70 and the second half will be invoice in July at \$504.70.

12. Bookmobile Generator – Director Smith drove the Bookmobile to Cummins Sales & Service, Rock Island, IL on 2-1-19 to repair the generator. The four rocker arm levers that opens the valves was broken. Parts were ordered, repairs made, oil and filter changed. Director Smith drove to Rock Island on 2-6-19 to pick up the Bookmobile.
13. Job Descriptions – to review and approve
14. Henderson County Public Library Policies to review and Approve
 - Collection Management Policy
 - General Operations Policy
 - Hours of Operation
 - Library Materials
 - Local Records Retention Policy
 - Patron Registration
 - Test Proctoring Policy
15. Disaster Plan – changes made - review
16. The library supports intellectual freedom statements to review as policy:
 - American Library Association Freedom to View Statement
 - American Library Association Library Bill of Rights
 - American Library Association Freedom to Read Statement
17. Flooring – Installation of the flooring behind the circulation counter, work room and director’s office will be on Saturday, February 23, 2019 therefore the library will be closed on this Saturday. However, the Bookmobile will still service Terre Haute, Lomax and Carman on Saturday, Feb. 23rd. Ron White installation of vinyl flooring began on Friday, February 22 and finished on Sunday, February 24th. They began installation in the workroom closet, but did not have quite enough to finish, John Knapp will get some more ordered. (Library staff began to move furniture on Wednesday, Thursday and Friday).
18. Rural Development Grant – completed the Compliance Review with Lynn Armstrong, Area Specialist. Lynn has sent our file to the State Office for review and funding approval.
19. Disposal of Local Records – Director Smith met with our Local Records Field Representative, David Wooten from the State of Illinois Local Records Commission to apply for an application for *Authority to Dispose of Local Records* on Tuesday, February 26, 2019.
20. Other –
 - Director Smith emailed Sue Kershner of Starlight Art Glass Studio the Stained Glass Window picture in memory of Art Kane that the board approved. This picture has beveled glass around the flag and will add \$74.00 to the cost of the picture. She will begin the picture once she receives 50% of the payment.
 - 2-7-19 - Director Smith attended the *RSA User Group* webinar.

- 2-8-19 – Director Smith completed the OMA 2019 Training for the Open Meetings Act on-line training.
- 2-8-19 – Director Smith was invited to speak at the West Central Elementary School for *Pastries with Parents* for students and families grades 3rd – 5th. Mrs. Mills 3rd grade teacher asked our library for several books to go along with their activities. The theme was cross curricular teaching exploring science through reading (Once Upon a STEM). Mrs. Lafary mentioned the partnership that the West Central Elementary School has with the Henderson County Public Library.
- 2-11-19 – Director Smith submitted the RAILS System Membership Standards Data Collection Form online.
- 2-21-19 – Henderson County Genealogy & Family History Society cancelled their meeting.
- 2-19-19 – Director Smith and Baker attended a workshop at RSA in East Peoria Basic Workflows Catalog Workshop.
- 2-27-19 – Laurie Myers spoke to the Book Discussion group on *Rockn M Golden Retrievers: Raising Golden Retrievers/Therapy Dogs* with ___ in attendance.
- 2-20-19 – Director Smith listened to a webinar *The Steps to Delivering Difficult Performance Feedback* sponsored by RAILS, taught by Candace Fisher Management Association.
- 2-25-19 – ABC Fire Extinguisher completed preventative maintenance on all fire extinguishers.
- Going through the Compliance Review with Lynn Armstrong for the Rural Development grant, she stated that we are required by federal law to use the Nondiscrimination statement on all written materials and on the library website. Director Smith has added this statement to the library website. The library is also required to have the poster “In Justice for All” to hang in a public place. Lynn mailed the library a poster to hang on the bulletin board.
- Henderson County Clerk sent a letter asking to use our facility as a polling place for the April 2, 2019 Consolidate Election.
- Fancy Nancy Tea Party will be on Saturday April 13, 2019 from 2-4. We will be holding the one tea time again this year.

Next meeting is April 1, 2019 at 5:00 p.m.