

JUNE 2019 AGENDA

1. Call to Order – **Monday, June 3, 2019**, at 5:00 p.m. at the Library.
2. Roll Call

_____ Bates	_____ Fisher	_____ Roessler
_____ Eisenmayer	_____ Painter	_____ Russell
	_____ Pullen	
3. Minutes of May 6th meeting.
4. Financial Report for June.
5. Circulation Report for June.
6. Staff salaries – Vote.
7. Personnel Policy – review. Make any changes.
8. The Preliminary working Budget for FY2019-2020.
9. Adopt the Prevailing Wage Ordinance No. 19-1.
10. Vote and Adopt - Schedule of regular Library Board of Trustees’ meeting dates including the time and location for the 2019 – 2020 fiscal year. Ordinance No. 19-2.
11. Rural Development Grant –
  - 5-8-19 Director Smith and Russell met with Lynn Armstrong- The library received a letter from the United States Department of Agriculture Development that the library has been awarded a Community Facilities Grant in the amount of \$7,300. Lynn presented the Letter of Conditions and Obligations that must be met. The library has 9 months from the date of said letter of conditions. The library attorney as part of the conditions was sent copies of approval of legal documents, insurance evidence, bids, fidelity, bond and grant agreements. Phil Lenzini has fulfilled his documents and thus sent to Lynn Armstrong.
  - Requirements - Adopt the plan for operation and maintenance
12. E-Rate – Steve Futrell of E-Rate Funding Solutions, LLC sent an email that the library’s E-Rate FY18 (07/01/19 – 06/30/20) application for Category 1 – Internet Services has been fully funded. The library chose to receive the Service Provider Invoice Discounts on our Frontier bill beginning July 1, 2019. The library will receive an 80% discount on the Internet bill.
13. LED Lights – PQL (Premium Quality Lighting) Kent Wilson Energy Advisor met with Director Smith on 5-1-19 and 5-16-19 – Proposal Agreement for moving all of the inside

lighting to LED lighting. On 5-16-19 Director Smith met with Bigger Electric to place a bid to remove the balasts and install the LED lighting.

14. Two Board members will need to review the Secretary's Minutes for the last Fiscal Year of July 2018-2019.

15. Personnel

- Hired Ross Vancil – high school shelver

16. Non-Resident Card Fee FY2019-2020- – Vote to participate, the formula used and the fee to charge. Ordinance No. 19-3

Each year, Illinois public libraries are required to submit a form to RAILS by July 1 stating their participation status. The board's decision to participate in the Illinois Non-Resident Card program must be decided annually by library's Board of Directors. The minimum fee Henderson County PLD can charge for a non-resident card is: \$76.00. The minimum fee calculator for general mathematical formula is based on: library income from local property taxes, service population and average household size (per latest official U.S. census).

17. 5-9-19 – Director Smith attended the RSA Database Committee meeting from 9:30 -12 and the RSA Circulation Committee meeting from 1-3 in East Peoria. Member help is needed as RSA is working on their:

RSA Strategic Plan –

It is vitally important to get as much feedback and participation as possible to ensure we have the best ideas, suggestions, criticisms, and thoughts about RSA. All RSA member libraries are invited to attend two events, the Board and Large 13 libraries will attend some additional meeting. There will be a strategic plan member survey to be completed by as many staff member as you can to provide the best feedback.

The RSA Board hopes the Strategic Plan will provide a three-year plan involving:

- What our members need and how we can meet them
- Restructure membership levels to deliver needed services members in a supportable and affordable manner
- Staff model to best serve members (More staff? What positions are needed? Changes to current staff model?)
- Move towards a more sustainable operating model and fee structure

Kendal Orrison hopes the process will also help RSA to:

- Engage with members we don't normally get much feedback from
- Reflect on our success and strengths
- Discover and review areas for improvement
- Clarify our path forward into both near and long-term future

Finally members are urged to attend a membership planning retreat at the 1 August Users Group meeting, Amanda Standerfer will lead a 3-hour session focused on reviewing what we learned at

the May meetings, the survey results and phone call interview results. We will then develop the Strategic Plan elements. Outside of the Planning Retreat business, there will be very little other information discussed at the meeting unless it's important or time critical.

#### 18. Long Term Goals

- Replace accounting clerk and director's computers, circulation computers
- Furnaces
- Flooring in front of the circulation counter
- Generator
- Parking Lot Repairs
- Additional Parking
- Exterior lighting on the building replace with LED lighting
- Interior lighting replace with LED lighting

#### 19. Putnam Museum Library Membership

20. Statement of Economic Interests needs signatures and date

21. Burlington Glass – West window upper section and caulking of all windows work to begin.

#### 22. Other –

- 5-2-19 – Director Smith attended a West Central parents of children entering kindergarten next year to tell them about the library, storytime, summer reading, 1000 Books Before Kindergarten, the bookmobile, our hours, etc.
- 5-2-19 – Director Smith attended webinar for the RSA Users Group.
- 5-3-19 – Allied Pest Control did the outside maintenance.
- 5-10-19 and 5-13-19 – Director Smith attended the West Central Elementary School and went from classroom to classroom reading the children a story and then telling them about Summer Reading.
- 5-14-19 – Held a picnic after storytime with 40 in attendance. We read stories, sang songs, had lunch in the meeting room. We then moved to the main library and the kids participated in an obstacle course, played parachute ball, and ring toss. A bottle of bubbles was given to each child to take home.
- 5-15-19 – LeeAnn Morgan, Galesburg, IL spoke to the group about the two books that she has written and a third book she compiled from her mother's writings about Oquawka, IL. With 11 in attendance.
- 5-16-19 – Director Smith was invited to attend the Alpha Rho Chapter of the Delta Kappa Gamma Society International with recognition of Henderson County Public Library Director Smith outstanding supporter of literacy program by Chapter President Barb Gossett.
- 5-20-19 – RAILS Delivery count for the week 5-20 – 5-24 with paper count and online count.

- 5-21-19 – West Central Elementary Kindergarten classes visited the library from 8:45 am -9:45 am as part of their class trip. They had 60 children, we broke them into 3 groups: Director Smith held stories and songs, Gillam helped them make bookmarks and a drawing, Baker helped them make a very hungry caterpillar craft and a drawing, Denny ran the circulation counter.
- 5-22-19 – Book Discussion with Rhonda Olson of Rhonda's Greenhouse & Gifts, brought several potted plants and spoke about her greenhouse and plants in Oquawka with 18 in attendance.
- 5-24-19 – Director Smith was invited to attend the West Central Elementary awards program to acknowledge the Pre-K children that have reached their milestones and present two of the children a 1000 Books Before Kindergarten t-shirt.
- 5-28-19 – Summer Reading Kickoff will be Tuesday May 28, 2019. Summer Reading begins May 28, 2019 through July 20, 2019. The theme for this year is “ It's Showtime at Your Library”. Flyers will be sent to the school, daycares and Headstart. We are holding a kick-off for summer reading on Tuesday May 28, 2019, crafts will be 9-12, storytime at 10:00 am with two groups: baby-kindergarten and 1<sup>st</sup> grade through 4<sup>th</sup> grade, at 10:30 am presenting the West Central Middle School students reading their speeches from this school year.

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