

Henderson County Public Library Board of Trustees Meeting

January 8, 2018

President Russell called the meeting or order at 5:00 p.m. Present were Eisenmayer, Fisher, Painter, Pullen, Roessler, Russell, Zielke and Director Smith and Accounting Clerk Hilligoss.

Pullen moved and a second by Fisher to approve the minutes from the December 4, 2017 meeting with a correction. Motion carried

Financial Report: Current assets as of 12/31/17 are \$303,659.80. Expenses for December \$20,277.38. Income for December \$1,490.03. Raritan State Bank CD \$52,838.53. Casey State Bank Cd \$50,412.51.

Prop A: Painter moved and a second by Zielke to approve the financial report. Roll was called and motion carried.

Circulation: Checkouts for December	Library	2872	Bookmobile	755
Interlibrary Loans for December	Library in	286	Out	306
E-book checkouts for December		149		
E-read checkouts for December		6		
Library attendance for December		1152		287

FY2018 Per Capita Grant Application and the FY2016 Expenditure Report were submitted by Director Smith via email on December 20, 2017.

Eisenmayer moved and a second by Pullen to adopt the Policy Prohibiting Sexual Harassment. Motion carried.

Director Smith, Russell and Roessler will review possible changes to the Henderson County Public Library Bylaws and bring any suggestions to the February board meeting.

The Certificate of Status of Exempt Property was signed by the Board President and dated.

Tyco Simplex Grinnell annual bill for the Fire Alarm Contract which provides testing and inspection of this system arrived and was paid for \$506.66.

A big project of combining the juvenile paperbacks and hardbacks and the young adult paperbacks and hardbacks was recently completed.

Other –

- Nov 30<sup>th</sup>, Dec. 1, 2 – Gingerbread House Decorating Days held with 244 houses decorated.
- 12-5-18 – A fire extinguisher recall was received and the new fire extinguisher has arrived.

- 12-9-17 - Santa Claus came to the library on Saturday Dec. 9th and read the children "Twas the Night Before Christmas". Anita Smith read to the children and then moved into the meeting taking pictures of the children with Santa and each child received a candy cane. A breakfast of donuts, juice and chocolate milk was served to 165 children and adults by Debbie Gillam and Loreena Baker with Mary Allaman and Conner Hill working the circulation counter.
  - 12-11-17 – Bigger Electric – Changed and repaired lights- outside over the garage, flag pole, sign above the air conditioner units, south wall, director office, work room, east wall. He is to come back on Thursday, Dec. 14<sup>th</sup> to install the ceiling fans.
  - 12-15-17 – Bigger Electric installed the 3 ceiling fans with remote controls in the main library.
  - 12-11-17 – Bookmobile generator oil was changed by Absolute Transportation and replaced one mud flap that was damaged when the tire blew.
  - 12-13-17 – 3rd Annual Christmas Sing with 10 singers.
  - Of the 28 gingerbread houses left over we gave 12 gingerbread houses to the Middle School teacher Mrs. Halcomb and her students will take to Oakwood Estates to decorate with the residents.
  - Sold 16 gingerbread houses to Janel Young of the ROE.
  - Building and Maintenance: Current Project – Remove cement wall around the air conditioner units.
- Long Term Goals – Quotes for vinyl flooring and installation: entryway, front of circulation counter, work area behind circulation counter, work room.

- Short Term Goals –
- Disaster Plan
- Safety in the workplace
- Long Range Plan
- Survey our Patrons
- Policy List for Public Libraries to have in place
- Policy Review Schedule
- Weeding Schedule
- Intergovernmental Agreement between the Henderson County PLD and West Central CUSD

The meeting was adjourned at 6:05 p.m.

Next meeting will be February 5, 2018 at 5:00 p.m.

Respectfully submitted,

Sharon Eisenmayer, Secretary

