

Henderson County Public Library Board of Trustees Meeting

November 5, 2018

President Russell called the meeting to order at 5:02 p.m. Present were Bates, Fisher, Painter, Pullen, Roessler, Russell, Director Smith and Accounting Clerk Hilligoss. Eisenmayer was excused.

Bates moved with a second from Painter to approve the minutes from the October 1, 2018 meeting.

Motion carried.

Financial Report: Current assets are \$349,982.05. Expenses for October were \$20,553.45.

Balances for Raritan CD is \$53,280.43 with a 2.40 rate. Balance for Casey State Bank CD#1 is \$51,057.12 with a 1.35 rate and Casey State Bank CD#2 balance is \$50,000.00 with a 2.5 rate.

Prop A: Pullen moved with a second by Roessler to approve the Financial Report. Roll was called and motion carried.

Circulation: October

Library checkouts	3825	Bookmobile checkouts	1690
Interlibrary loans in	257	Interlibrary loans out	435
Total circulation 5515			
E-books checkouts	188	E-read Illinois checkouts	0
Library attendance	788	Bookmobile checkouts	722

Staff: Director Smith has completed the staff evaluations.

The third installment of taxes in the amount of \$61,713.54 was received October 1, 2108.

Director Smith submitted the forms for E-Rate funding for 2019 .

Library Closed dates for 2019 are Jan.1, May 27, July 4, Sept. 2, Nov. 28. Dec 24, Dec. 25, and Dec. 31.

The Lock Box at Casey State Bank can be entered by Director Smith, Roessler, Russell, and Eisenmayer.

Dates for decorating Gingerbread Houses are Thurs. Nov 29th 1p.m. -8p.m., Friday Nov. 30, 1p.m.-8 p.m., And Sat., Dec. 1, 8a.m.-12.p.m.

Judy Roessler reported on the Assoc. for Rural & Small Libraries Conference held in Springfield, IL, she attended with Director Smith in September 13-15, 2018.

Director Smith reported on the Illinois Library Assoc. Conference she attended in Peoria, IL Oct. 9-11, 2018.

The library had a table at the FOCC Craft and Vendor Show from 8 a.m.-2 p.m., Sat. Nov. 3. They also assisted children with crafts and puzzles.

The Library will also be represented at the Stronghurst Christmas Walk, November 16, 5p.m.-7 p.m. and the Oquawka Christmas Parade on Saturday, Dec. 1, at 5 p.m.

Burlington Glass started repairs on the East windows.

The Per Capita Grant is due January 15, 2019. The board reviewed Chapter 8 "Public Services: Reference and Reader's Advisory Services", Chapters 6-10 of Trustees Facts File Third Edition, and core standards 11,16,17,18,19,22,and 24.

Smith is working on the Rural Development Grant.

Director Smith reported to the board that 3 cement blocks needed to be replaced because of cracking and leaking at a cost of \$1250.00. The rest of the outside of the library needs caulked and sealed to waterproof for a cost of \$9000.00.

Prop B: Pullen moved with a second from Painter to have Tharp's make the needed repairs and sealing.

Roll was called and motion carried with Roessler abstaining.

10-2-18 Record Systems, Inc. tech performed preventative maintenance on the microfilm scanner printer.

10-3-18 Bookmobile added stop at High School every other week.

10-8-18 Brockway performed quarterly preventative maintenance on the furnaces.

10-11-18 Generator oil was changed on the Bookmobile at Absolute Transportation.

10-16-18 Dixon Lock & Key put new door handle on the back door.

10-26-18 Brockway tech was called to check and fix a rattling noise on furnace.

Director Smith purchased a new refrigerator for the meeting room.

Meeting adjourned 6:42 p.m.

Next meeting is Monday, December 3, 5:00 p.m.

Respectfully submitted,

Charleen Fisher, Secretary, Pro-tem