

Henderson County Public Library Board of Trustees

December 2, 2019

President Russell called the meeting to order at 4:57 p.m. Present were Bates, Eisenmayer, Fisher, Painter, Pullen, Roessler, Russell, Director Smith and Accounting Clerk Hilligoss.

Bates moved with a second by Painter to approve the minutes from the November 4, 2019 meeting. Motion carried.

Financial Report: Current assets are \$365,331.33. Expenses for November were \$17,771.53. Income for November was \$768.40. Raritan CD balance is \$54,660.41. Casey State Bank CD #1 balance is \$52,192.65. Casey State Bank CD #2 balance is \$51,261.77.

Prop A: Fisher moved with a second by Pullen to approve the financial report. Roll was called and motion carried.

Circulation for November

Library checkouts	3747	Bookmobile checkouts	1466
Interlibrary loans In	265	Out	380
Total circulation for November	5213		
E-books checkouts	171	E-read Illinois checkouts	11
Library attendance	698	Bookmobile attendance	685

Staff evaluations have been done and in January the two high school employees' salaries will be raised from \$7.75 per hour to \$8.00 per hour which is the minimum wage requirement.

No action was taken on the discussion of being closed the day before the Saturday July 4, 2020 holiday.

Gingerbread House decoration days will be held on December 5, 6 and 7, 2019. 309 houses have been made and ready for decorating.

The energy supplier for Ameren and Nicor Agera Energy has filed Chapter 11 bankruptcy. Constellation NewEnergy, Inc will take over for Agera Energy after the December 2019 meter read. The rates, terms and conditions of the current service agreement with Agera Energy will not change and will remain in effect through the term of the agreement. Ameren's term is April 2017 to April 2020 and Nicor's term is March 2019 to May 2021.

On November 19, 2019 Director Smith listened to a webinar presented by HR Source titled Cannabis in the Workplace. HR Source senior legal council led the programs and presented a drug-free workplace

policy and a reasonable suspicion checklist for use in libraries. Director Smith presented the information to the library board. Pullen moved with a second by Fisher to approve the drug-free workplace policy. Motion carried.

Other –

- 11-1-19 – Changed the day for the Bookmobile to go to Oquawka today because of the snow on 10-31-19.
- 11-4-19 – Sarah took the Bookmobile to Absolute Transportation to have the parts put on and the generator oil changed.
- 11-7-19 – Director Smith and Allaman listened by webinar to the RSA User’s Group meeting.
- 11-7-19 – Director Smith was invited to speak to the West Central Pre-K parents about 1000 Books Before Kindergartn and the Dolly Parton Imagination Library program.
- 11-8-19 – Allied Pest Control tech was here for the semi-annual maintenance.
- 11-14-19 – RSA held a Basic Circulation workshop at our library with 5 in attendance 3 staff from our library and one from Galesburg PL
- 11-19-19- Baker had her 5 storytime children decorate a gingerbread house for us to use in the display case as examples.
- 11-19-19 – The Girl Scout Daisy troop visited the library this afternoon. Director Smith gave the girls a tour, they learned how to find a book, check it out and made a bookmark.
- 11-19-19 – Director Smith was invited to speak to the parents of the Oquawka Headstart children about the library and its services.
- 11-19-19 – Bob Lionberger of CCS delivered 2 new staff computers for the high school circulation counter and inter-library loan computer. He returned computer #7 that has not worked properly, and he helped with the projector and laptop as the remote for the projector was not working correctly.
- 11-20-19 – Guest speaker for the Book Discussion group was Sean Meyer, Belted Cow Orchard with 18 in attendance.
- 11-22-19– Stronghurst Christmas Walk – Sarah drove the Bookmobile decorated with Christmas lights and parked by Security Savings & Loan in the middle of the road with 136 people going inside to view the bookmobile, Director Smith set up a table in the Senior Center. Mary Allaman and Brenda Tee ran the popcorn machine, Tom Pullen and Judy Roessler helped Director Smith. The library held a drawing and gave away two adult fiction books, one adult fiction audio books and one children’s book.
- 11-22-19 – Director Smith called Bigger Electric to fix the light switches in the garage as one is not working and the other the switch has to be in middle position and the light on the outside entryway closest to the building is not working. Bigger had me call PQL to ask for a replacement bulb under warrenty, but they will not issue a replacement bulb until Bigger Electric determines it is the bulb.
- 11-23-19 – Director Smith spoke to the Delta Kappa Gamma teacher group in Stronghurst at the Lutheran Church. She presented a power point presentation, gave books talks and took several new books to view with 18 in attendance.
- 11-16-19 -Director had Hilligoss take both of the flags down for the winter.

- Santa Claus will be at the library on Sat. Dec. 14th at 10:00. Santa will read “Twas the Night Before Christmas” and we will serve chocolate milk, juice and donuts, and take the kids pictures with Santa.
 - The library received a letter from the library’s attorney Phil Lenzini. The letter explained the change in fees effective January 1, 2020. The fixed fees schedule will be \$1,250.00 for all calculation, document preparation, correspondence, phone contacts and emails pertaining to the financials. For legal work after that point, except for fixed fee or budgeted agreements, the attorneys’ fees rate will be \$200.00 per hour for partners and \$150.00 per hour for associates.
 - The new computer private work area is being used by patrons.
 - A dedicated computer is now set up with the card catalog for the library that can be used by patrons.

Meeting adjourned at 6:34 p.m.

Next meeting is January 6, 2020 at 5 p.m.

Respectfully submitted,

Sharon Eisenmayer, Secretary