

Henderson County Public Library Board of Trustees Meeting

December 3, 2018

President Russell called the meeting to order at 4:55 P.M. Present were Bates, Eisenmayer, Painter, Pullen, Roessler, Russell, Director Smith and Accounting Clerk Hilligoss. Fisher was excused.

Bates moved with a second by Roessler to approve the minutes with corrections from the November 5, 2018 meeting. Motion carried.

Financial Report: Current assets are \$359,615.76. Expenses for November were \$15,123.63. Income for November were \$24,757.33. Raritan State Bank CD is \$53,389.14 with a 2.40 rate. Casey State Bank CD \$51,057.12 with a 1.25 rate and Casey State Bank CD#2 is \$50,000.00 with a 2.5 rate. 4<sup>th</sup> installment of property tax for FY 2018-2019 in the amount of \$15,019.77 was received on November 28, 2018 and 5<sup>th</sup> installment of property tax for FY 2018-2019 in the amount of \$53.41 was received on November 28, 2018. Total amount was \$15,073.18.

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

Prop B: Pullen moved with a second by Bates to renew Casey State Bank CD at the current rate on the renewal date of January 10, 2019. Roll was called and motion carried.

|                                |      |                           |      |
|--------------------------------|------|---------------------------|------|
| Circulation: Library checkouts | 3024 | Bookmobile checkouts      | 1127 |
| Interlibrary loans in          | 195  | Out                       | 409  |
| Total circulation for November | 4151 |                           |      |
| E-books checkouts              | 210  | E-read Illinois checkouts | 0    |
| Library attendance             | 690  | Bookmobile attendance     | 557  |

Director Smith and Mary are working on job descriptions. When completed the board will review and vote to accept the updated descriptions.

On November 19, 2018 the Per Capita Grant for FY 2018 was received in the amount of \$9,163.75. This payment represents 100% of the amount.

Gingerbread House Decorating Days was held on November 29, November 30 and December 1, 2018. On November 12, 1028 Director Smith, (Char Fisher cut triangles ahead of time), Diana Russell, Judy Roessler, Oleksiy Baker, Kris Peterson, Lynn Ragar, Debbie, Mary and Loreena made 330 gingerbread houses.

Director Smith will complete the Open Meeting Act Designees annual training in January 2019.

Prop C: Painter moved with a second from Pullen to replace the flooring in the workroom and behind the circulation counter as long as the bid is for \$1,318.00 as quoted from Ron White. Roll was called and motion carried.

Director Smith met with Lynn Anderson on Monday December 3, 2018 to begin the 2nd part of the paperwork for the Rural Development Grant. Director Smith sent a letter to Twomey Foundation asking for grant funds for east window project, block repair and sealant.

Director Smith received information about the 2020 Census which could involve the Library.

Prop D: Bates moved with a second by Roessler to increase the snow removal fee to \$60.00. Roll was called and motion carried.

Other –

- 11-1-18 & 11-2-18 – Bottom Section of the East Window – Burlington Glass removed each window pane, frame and caulking. They found there was not any metal end dams and very little caulking. They added metal end dams, caulking.
- 11-3-18 – The library set up 3 tables with our books for sale at the FOCC Craft & Vendor show. The library also set up 2 tables and held a craft and Christmas bingo with the children. 16 children made a craft. Mary Allaman, Sue Bates, Char Fisher, Judy Roessler, Maddie Leath and Tom Pullen worked a shift. Director Smith and Sloan Fisher ran the craft and game tables. The library held a drawing and gave away one adult book, juvenile, and children's book.
- 11-7-18 & 11-8-18 – Top section of the East Window - Burlington Glass set up scaffolding, removed the shades, removed caulking. On Thursday they removed each window pane, metal frame and added metal end dams, caulking. They found the top section did not have any glue or metal end dams.
- 11-8-18 – Director Smith, Allaman, Leath, Gillam listened to the webinar "Find More Illinois" another resource sharing for inter-library loan. This will be a fee based resource based on our annual collection expenditure.
- 11-7-18 – Called Office Specialist when using the color there are streaks on the page. Tech came on 11-9-18 and he replaced the belt unit, drum, fusing unit, and new rollers on the top tray. All of the items and work is included in the maintenance agreement.
- 11-14-18 – Guest speakers for the Book Discussion group was Marsha Morgan with 28 in attendance.
- 11-16-18 – Stronghurst Christmas Walk – Sarah drove the Bookmobile decorated with Christmas lights and parked by Security Savings & Loan in the middle of the road with 128 people going inside to view the bookmobile, Director Smith set up a table in the Senior Center. Debbie Gillam, Tom Pullen, and Diana Russell helped Director Smith. The library held a drawing and gave away one adult book and three children's books.
- 11-16-18 – Director had Hilligoss take both of the flags down for the winter.
- Tharps's Masonry came on November 30, 2018 to start work on replacing blocks and water proofing the outside of the building.

Santa Claus will be at the library on Sat. Dec. 8<sup>th</sup> 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.

Meeting adjourned at 6:10 p.m.

Next meeting is Monday January 14, 2019 at 5:00p.m.

Respectfully submitted,

Sharon Eisenmayer, Secretary