

Henderson County Public Library Board of Trustees Meeting

December 4, 2017

President Russell called the meeting to order at 4:47 p.m. Present were Eisenmayer, Fisher, Painter, Pullen, Roessler, Russell, Zielke and Director Smith and Accounting Clerk Hilligoss.

Roessler moved and a second by Pullen to approve the minutes from the November 6, 2017 meeting with a correction motion carried.

Financial Report: Current assets as of 11/30/17 are \$322,447.16. Expenses for November \$21,707.01. Income for November \$8,795.56. Raritan State Bank CD \$52,795.12. Casey State Bank CD \$50,412.51.

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

Casey State Bank CD is due 1/10/2018.

Prop B: Zielke moved to renew the Casey State Bank CD at the rate on 1/10/2018. Fisher seconded the motion. Roll was called and motion carried.

Circulation: Checkouts for November	Library	3610	Bookmobile	1462
Interlibrary Loans for November	Library In	305	Out	338
E-book checkouts for November		153		
E-read checkouts for November		15		
Library attendance for November		808		627

Painter moved and a second by Zielke to allow Director Smith to move unused vacation days from 2016-2017 to 2017-2018. Motion carried.

5<sup>th</sup> Installment and Final Distribution of Property Tax money was received for \$7,975.89. Also an Interest Distribution check for \$34.36 was received.

A review of the Henderson County Public Library District Bylaws is required for the Per Capita Grant. Director Smith will revise the current By-Laws and bring them to the next meeting for the board to review.

The University of Illinois Extension sent a letter on behalf of the Henderson County Community Organizations Active in Disasters asking for permission to list the Henderson County Library as a potential site for either an emergency shelter, volunteer reception center, or Multiple Agency Resource Center should a significant natural disaster occur in Henderson County. Director Smith returned the postcard indicating we would be a host.

Gingerbread House Decorating was a huge success. 280 houses were built with 244 people building houses. 406 people attended the event.

Director Smith will complete the training for Open Meeting Act Designees in January 2018.

Painter moved to sign a contract with Steve Futrell from E-rate Funding Solutions. Zielke seconded the motion. Motion carried.

AARP Smart Driver Course will be offered at the Library on Monday, September 10 and Tuesday September 11, 2018.

- 11-1-17 – Jim Dixon installed the new door closure on the back door leading into the garage.
- 11-2-17 & 11-3-17 – Ron White installed the vinyl plank flooring in the meeting room.
- 11-2-17 – Director Smith attended the RSA Users Group via webinar.
- 11-2-17 – Office Specialist tech was here to work on the copier as it had jammed and would not come on. The developer unit was not working properly. The copier again jammed and tech was back on Monday 11-6.
- 11-3-17 – The library set up 3 tables at the FOCC Craft & Vendor show. Mary Allaman, Diana Russell, Tom Pullen, Char Fisher and Anita Smith took a shift.
- 11-6-17, 11-13 & 11-20 – Director Smith attended *Library Director Bootcamp* held in East Peoria at the RSA office.
- 11-7-17 – ROE Parent Educator Emily Henry spoke to the storytime group about the playgroups and an upcoming class all free to those who participate.
- 11-8-17- Director Smith viewed the webinar “*Take Your Productivity to the Next Level.*”
- 11-9-17 – Director Smith, Allaman and Gillam viewed the webinar *Illinois Legal Aid*.
- 11-15-17 – Guest speakers for the Book Discussion group was Kevin Burgdorf with 20 in attendance.
- 11-17-17 – Stronghurst Christmas Walk – Sarah drove the Bookmobile decorated with Christmas lights and parked by Security Savings & Loan in the middle of the road, Director Smith set up a table in the Senior Center. Debbie Gillam, Tom Pullen, and Judy Roessler helped Director Smith. The library held a drawing and gave away one adult book and three children’s books.
- 11-27-17 -Director wants to take both of the flags down for the winter and had Hilligoss take them down.
- 11-27-17 – Bigger Electric came and replaced the ballast in the Genealogy Room for the southwest light. He and Director Smith discussed the wall removal.
- Santa Claus will be at the library on Sat. Dec. 9<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.
- 11-21-17 the carbon monoxide alarm went off in the garage. Brockway was called and they came and checked it out.
- 11-21-17 a cushioned mat was ordered for in front of the sink in the meeting room.

The meeting was adjourned at 6:13 p.m.

Next meeting will be January 8, 2018 at 5:00 p.m.

Respectfully submitted,

Sharon Eisenmayer, Secretary

