

## Henderson County Public Library Board of Trustees Meeting

February 4, 2019

Vice President Tom Pullen called the meeting to order at 4:52 p.m. Present were Bates, Fisher, Painter, Pullen, Roessler, Director Smith and Accounting Clerk Hilligoss. Eisenmayer and Russell were excused.

The board met with Lorena Baker. She would like the website to be more user friendly for those using the apps on their smart phones. The board also met with Denny Hilligoss. He said that Director Smith and he were in the process of cleaning out file cabinets and destroying the records which the state allows.

Roessler made a motion with a second from Bates to approve the January 14, 2019 board meeting minutes. Motion carried.

## Financial Report:

Expenses for January were \$16,165.36. Income for the month was \$1005.24. Current assets are \$315,163.63. The Raritan CD has a balance of \$53,603.71. Casey State Bank CD#1 has a balance of \$51,230.85 and CD#2 has a balance of \$50,311.64.

Prop A: Bates moved to accept the financial report with a second from Painter. Roll was called and motion carried.

## Circulation:

Library checkout for January were 2817

Bookmobile checkouts were 656

Interlibrary loans out were 429

Interlibrary loans in were 282

E-book checkouts were 268

E-read Illinois checkouts were 6

Total patron attendance for Library was 549

Total attendance for bookmobile was 297

The meeting room was used 7 times.

Tumblebooks were used from the Library 568 times

Tumblebooks were used through the school 563

Maddie Leath gave her 2 weeks notice and February 1, 2019 was her last day. Director Smith has hired Lorena Baker to work a couple more days a week to take over some of those duties.

Director Smith met with Shelly Edwards to inquire about her graphic design business in possibly doing some work on flyers and the web site. The board made no decision on this at this time.

Bookmobile generator is in need of repair. Anita took the bookmobile to a Cummins dealer in Rock Island to have it fixed.

Prop B: Painter moved with a second from Bates to approve the bill to fix generator. Roll was called and motion carried.

January 17, LocalLabs, which is the publisher of Prairie State Wire, had a FOIA request for district maps that display boundaries of the constituents in our taxing district. On January 18, Director Smith emailed a copy of pages 78 & 79 from the Land Atlas & Plat Book of Warren-Henderson Counties. IL 2012.

Director Smith and Mary Allaman have worked on the job description for each employee. She will have them available for any board member to review before the next meeting.

Director Smith has been in contact with our Local Records Unit Field Representative to help file an application to be able to dispose old records which are approved.

Henderson County Public Library Policies to Approve:

Library Materials, Collection Management Policy, Patron Registration, Test Proctoring Policy, and Local Records Retention Policy. Copies of these are in our binders and can be reviewed before the next meeting.

Library Trustee positions and terms:

President Diana Russell April 2024 Vice President Tom Pullen April 2021

Secretary Sharon Eisenmayer April 2022 Treasurer Judy Roessler April 2022

Charleen Fisher April 2022 Jennifer Painter April 2021 Susan Bates April 2024

ERate- Steve Futrell, ERate Funding Solutions filed the E-Rate FY19(07/01/19-06/30/20) FCC Form 471#191002512, Application for Funding for Category I- Internet Service on 1/21/19.

John Knapp has ordered new flooring.

Director Smith completed the Annual Library Certification online through the Illinois State Library on January 3, 2019.

The IMRF Contribution Rate for YR2019 is 15.75%.

The Barn at Fairview Acres (Event Venue) owner Cristy Potts has offered the Library use of their facilities at no charge to the library if we so desire. The Library will take the Bookmobile to their Open House on Sunday, June 9, 2019 from 1-6.

1/2/19 Brockway tech performed PM on the furnaces, changed filters, and checked thermostats.

1/11 Director Smith attended webinar "Compliance with the Open Meeting Act"

1/17 Director Smith attended webinar "RAILS member update"

1/23 RSA upgraded Workflows.

1/24 Director Smith attended webinar "RSA Database and RSA Circulation meetings."

1/31 Completed FOIA officer training.

Meeting adjourned 6:39 p.m. Next meeting March 4, 2018 at 5:00 p.m.

Respectfully submitted,

*Charleen Fisher, Secretary-Pro-tem*