

Henderson County Public Library Board of Trustees Meeting

March 4, 2019

Vice President Pullen called the meeting to order at 4:56 p.m. Present were Bates, Eisenmayer, Fisher, Painter, Pullen, Roessler, Director Smith and Accounting Clerk Hilligoss. Russell was excused.

The board met with staff member Debbie Gillam. She would like tables for computers so they could be raised so you could use them standing and more storage room. The board also met with staff member Sarah Cassiday. She would like the lay out of the library rearranged. Staff members are working on this.

Roessler made a motion with a second by Bates to approve the February 4, 2019 board meeting minutes. Motion carried

Financial Report: Current assets are \$292,977.96. Expenses for February were \$22,767.59. Income for February was \$327.02. Raritan CD balance \$53,713.08. Casey State Bank CD#1 balance \$51,230.85. Casey State Bank CD#2 balance \$50,311.64.

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

Circulation: Library checkouts	2806	Bookmobile checkouts	702
Interlibrary loans in	328	Out	360
Total circulation for February	3508		
E-books checkouts	221	E-read Illinois checkouts	0
Library attendance	687	Bookmobile attendance	203

The board discussed the minimum wage increase impact for the library.

The Statement of Economic Interest forms were not received at the library.

President Russell was not present at the meeting so the Certificate of Status of Exempt Property was not signed, will be moved to the April meeting.

On February 8, 2019 the Annual Fire Alarm system was tested and inspected by Tyco Simplex Grinnell with no deficiencies. The annual bill for the Fire Alarm Monitoring Contract is \$506.66 per year.

The Bi-annual bill for the maintenance contract/warranty on the Canon Microfilm and Document Scanning equipment for January 1, 2019 thru June 30, 2019 is \$504.70. The second half will be invoiced in July at \$504.70.

The Bookmobile generator was repaired by Cummins Sales and Service in Rock Island, IL on February 16, 2019.

The job descriptions review and approval was moved to the April board meeting.

The Henderson County Public Library Policies review and approval was moved to the April board meeting.

The board reviewed the changes made to the Disaster Plan.

The Henderson County Public Library Board supports the following intellectual freedom statements to review as policy: American Library Association Freedom to View Statement, American Library Association Library Bill of Rights, and American Library Association Freedom to Read Statement.

The new flooring was installed behind the circulation counter , work room and Director's office on February 22nd, 23rd and 24th, 2019. The workroom closet was not completed as additional flooring will be ordered to finish that project.

The Compliance Review for the Rural Development Grant was completed and Lynn Anderson the Area Specialist sent our file to the State Office for review and funding approval.

On February 26, 2019 Director Smith met with our Local Records Field Representative David Wooten from the State of Illinois Local Records Commission to apply for the Authority to Dispose of Local Records.

Other-

- The Library sent David Painter's family a plant to honor his board service.
- Director Smith emailed Sue Kershner of Starlight Art Glass Studio the Stained Glass Window picture in memory of Art Kane that the board approved. This picture has beveled glass around the flag and will add \$74.00 to the cost of the picture. She will begin the picture once she receives 50% of the payment. Director Smith mailed the check to Starlight Art Glass Studio for 50% of the payment for the picture in memory of Art Kane.
 - 2-7-19 - Director Smith attended the *RSA User Group* webinar.
 - 2-8-19 – Director Smith completed the OMA 2019 Training for the Open Meetings Act on-line training.
 - 2-8-19 – Director Smith was invited to speak at the West Central Elementary School for *Pastries with Parents* for students and families grades 3rd – 5th. Mrs. Mills 3rd grade teacher asked our library for several books to go along with their activities. The theme was cross curricular teaching exploring science through reading (Once Upon a STEM). Mrs. Lafary mentioned the partnership that the West Central Elementary School has with the Henderson County Public Library.
 - 2-11-19 – Director Smith submitted the RAILS System Membership Standards Data Collection Form online.

- 2-21-19 – Henderson County Genealogy & Family History Society cancelled their meeting.
- 2-19-19 – Director Smith and Baker attended a workshop at RSA in East Peoria Basic Workflows Catalog Workshop.
- 2-27-19 – Laurie Myers spoke to the Book Discussion group on *Rockn M Golden Retrievers: Raising Golden Retrievers/Therapy Dogs* with ___ in attendance.
- 2-20-19 – Director Smith listened to a webinar *The Steps to Delivering Difficult Performance Feedback* sponsored by RAILS, taught by Candace Fisher Management Association.
- 2-25-19 – ABC Fire Extinguisher completed preventative maintenance on all fire extinguishers.
- Going through the Compliance Review with Lynn Armstrong for the Rural Development grant, she stated that we are required by federal law to use the Nondiscrimination statement on all written materials and on the library website. Director Smith has added this statement to the library website. The library is also required to have the poster “In Justice for All” to hang in a public place. Lynn mailed the library a poster to hang on the bulletin board.
- Henderson County Clerk sent a letter asking to use our facility as a polling place for the April 2, 2019 Consolidate Election.
- Fancy Nancy Tea Party will be on Saturday April 13, 2019 from 2-4. We will be holding the one tea time again this year.

Meeting adjourned at 6:20 p.m.

Next meeting is April 1, 2019 at 5:00 p.m.

Respectfully submitted,

Sharon Eisenmayer