

Henderson County Public Library Board of Trustees

June 3, 2019

President Russell called the meeting to order at 5:00 p.m. Present were Bates, Eisenmayer, Fisher, Painter, Roessler, Russell, Director Smith and Accounting Clerk Hilligoss. Pullen was excused.

Bates made a motion with a second by Roessler to approve the May 6, 2019 board meeting minutes. Motion carried

Financial Report: Current assets are \$244,828.06. Expenses for May were \$16,608.47. Income for May was \$1,186.55. Raritan CD balance \$54,028.33. Casey State Bank CD #1 balance \$51,544.55. Casey State Bank CD #2 balance \$50,621.78.

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

Circulation: Library checkouts	2960	Bookmobile checkouts	621
Interlibrary loans in	272	Out	274
Total circulation for May	3581		
E-books checkouts	136	E-read Illinois checkouts	11
Library attendance	1032	Bookmobile attendance	126

Prop B: Bates made a motion with a second by Painter to approve a 3% raise for 6 staff salaried for FY 2019-2020. Roll was called and motion carried.

The board reviewed the Personnel Policy with no changes.

Painter made a motion with a second by Fisher to approve the Preliminary working Budget for FY 2019-2020. Roll was called and motion carried.

The Illinois General Assembly enacted P.A. 100-1177 to amend the Prevailing Wage Act to eliminate the requirement that public bodies adopt an ordinance or resolution to “ascertain” prevailing wages. That new law takes effect Jun 1, 2019, just in time to eliminate this year’s requirement of adopting an ordinance or resolution.

Fisher moved with a second by Eisenmayer to adopt Ordinance No. 19-2 which is the schedule of regular Library Board of Trustees meeting dates including the time and location for the FY 2019-2020.

The library has been awarded a Community Facilities Grant in the amount of \$7,300.00.

Bates moved with a second by Fisher to adopt the purchasing policy for the library. Motion carried.

The library Director has in place the plan for operation and maintenance.

The library attorney as part of the conditions of the grant was sent copies of approval of legal documents, insurance evidence, bids, and fidelity, bond and grant agreements. Phil Lenzini (library attorney)

Has reviewed these documents and sent them to Lynn Armstrong.

E-Rate Funding Solutions LLC authorized the library's E-Rate for FL18 (July 19, 2019 – June 30 2020) application for Category 1 Internet Services has been fully funded. The library will receive an 80% discount on the internet bill with Frontier beginning July 1, 2019. The total committed for FY19-20 is \$1,406.30.

Prop D: Painter moved with a second by Bates to accept Ross Bigger's bid of \$2,895.00 to remove the ballasts and install LED lighting inside the library. Roll was called and motion carried.

Bates and Russell will review the Secretary's minutes for the FY 2018-2019.

Ross Vancil has been hired as high school shelver.

Fisher moved with a second by Roessler to approve Ordinance 19-3 detailing the non-resident card fee for FY 2019-2020. This allows for participation, formula used and fee to charge. The minimum fee is \$76.00 for a non-resident card. Motion carried.

Director Smith attended the RSA Database Committee meeting from 9:30 -12 and the RSA Circulation Committee meeting from 1-3 in East Peoria, IL on May 9, 2019. The RSA is working on a Strategic Plan.

Board members signed the Statement of Economic Interests required by the Henderson County Clerk.

Prop D: Roessler moved with a second by Eisenmayer to approve Burlington Glass to caulk all the windows, removing the large section of upper windows above the west doors and adding sill pan and reinstall, as well a re-caulk the roof windows. The estimate for this work is \$5,700.00 Roll was called and motion carried.

Other –

- 5-2-19 – Director Smith attended a West Central parents of children entering kindergarten next year to tell them about the library, storytime, summer reading, 1000 Books Before Kindergarten, the bookmobile, our hours, etc.
- 5-2-19 – Director Smith attended webinar for the RSA Users Group.
- 5-3-19 – Allied Pest Control did the outside maintenance.
- 5-10-19 and 5-13-19 – Director Smith attended the West Central Elementary School and went from classroom to classroom reading the children a story and then telling them about Summer Reading.

- 5-14-19 – Held a picnic after storytime with 40 in attendance. We read stories, sang songs, had lunch in the meeting room. We then moved to the main library and the kids participated in an obstacle course, played parachute ball, and ring toss. A bottle of bubbles was given to each child to take home.
- 5-15-19 – LeeAnn Morgan, Galesburg, IL spoke to the group about the two books that she has written and a third book she compiled from her mother's writings about Oquawka, IL. With 11 in attendance.
- 5-16-19 – Director Smith was invited to attend the Alpha Rho Chapter of the Delta Kappa Gamma Society International with recognition of Henderson County Public Library Director Smith outstanding supporter of literacy program by Chapter President Barb Gossett.
- 5-20-19 – RAILS Delivery count for the week 5-20 – 5-24 with paper count and online count.
- Roessler ordered the plaque for Art Kane's Memorial stained glass picture.
- Brette Dorris with Ingram came to visit the library and offer tips to Director Smith.

Meeting adjourned at 6:50p.m.

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

Respectfully submitted

Sharon Eisenmayer, Secretary