

DECEMBER AGENDA

1. Call to Order – **Monday, December 4, 2017**, at 5:00 p.m. at the Library.
2. Roll Call

_____ Eisenmayer	_____ Painter	_____ Russell
_____ Fisher	_____ Pullen	_____ Zielke
	_____ Roessler	
3. Minutes of November 6th meeting.
4. Financial Report for November.
5. Casey State Bank CD comes due Jan. 10, 2018. It will roll over with renewal. Vote
6. Circulation for November.
7. Staff
 - Director Smith 6 vacation days from 16-17, can they be used in 17-18? vote
8. 5th Installment and Final Distribution of Property Tax money received – \$7,975.89. And an -Interest Distribution check \$34.36.
9. Review of the Henderson County Public Library District Bylaws as requirement for the Per Capita Grant.
10. University of Illinois Extension – Sent a letter on behalf of the Henderson County Community Organizations Active (COAD) 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. The Director returned the postcard on 11-22-17 stating we would be a host.
11. Gingerbread House Decorating Days will held on Nov.. 30th, Dec. 1st, and Dec.2nd. On Nov. 10th Anita, Char (cut triangles for us ahead of time), Diana Russell, Oleksiy Baker, Kris Peterson, Debbie, Mary and Loreena made 271 gingerbread houses.
12. Open Meetings Act Designees have to complete the training every year – Anita will complete in January.
13. Goals
 - Community Survey
 - Strategic Plan
 - Disaster Plan

14. Grant Opportunity
15. Ceiling Fans update
16. Block Wall removal update
17. Stained Glass Picture update
18. E-Rate

E-rate is administered by the [Universal Service Administrative Company](#) (USAC) under the direction of the Federal Communications Commission (FCC), and provides discounts to assist most schools and libraries in the United States to obtain affordable telecommunications and Internet access. Funding may be requested under two categories of service: Category One services include Data Transmission Services, Internet Access, and Voice Services. Category Two services include Internal Connections, Managed Internal Broadband Services, and Basic Maintenance of Internal Connections. Discounts for support depend on the category of service requested, the level of poverty and the urban/rural status of the appropriate school district.

Discounts range from 20 percent to 90 percent of the costs of eligible services. Director Smith has learned from the Director Bootcamp of a consultant, Steve Futrell from E-Rate Funding Solutions. Director Smith has been in contact with Steve.

19. AARP Smart Driver Course to be offered at the Library – Monday, September 10 and Tuesday, September 11, 2108. Nancy Johnson, Instructor met with Director Smith on Wednesday November 15.

20. Other –

- 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. 9th 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.

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