

FEBRUARY 2018 AGENDA

1. Call to Order – **Monday, February 5, 2018**, at 5:00 p.m. at the Library.
2. Roll Call
_____ Eisenmayer _____ Painter _____ Russell
_____ Fisher _____ Pullen _____ Zielke
_____ Roessler
3. Meet with Staff member Denny Hilligoss
4. Minutes of January 8th meeting.
5. Financial Report for January.
6. CD - The \$50,000.00 CD at Casey State Bank renewed 1-10-18 at the rate of 1.35%.
7. Circulation for January.
8. Open Meetings Act Designees must successfully complete the electronic training on an annual basis. Director Smith completed the OMA Designee electronic training on 1-10-18.
9. Freedom of Information Act Officer must successfully complete the electronic training on an annual basis. Director Smith completed the FOIA officer electronic training on 1-11-18.
10. Open Meeting Act Designee – Director Smith listened to webinar 1-11-18 on the Open Meeting.
11. FOIA request – 12-26-17 SmartProcure sent an email submitting a commercial FOIA request or any and all purchasing records from 2017-09-26 to current. Accounting Clerk Hilligoss pulled up Vendor Detail List and emailed the file on 1-3-18.
12. Henderson County Public Library Bylaws
13. Insurance – Director met with Rich Lutz, Bi. County Ins. About the library coverage. The library has liability policy and the Director’s & Officers Policy.
14. Library Trustee positions and terms.
President – Diana Russell, April 2018
Vice-President – Thomas Pullen, April 2021
Secretary – Sharon Eisenmayer, April 2022
Treasurer – Judy Roessler, April 2022
Charleen Fisher, April 2022
Jennifer Painter, April 2021
Beverly Zielke, April 2018

15. ERate

- Hired Steve Futrell, ERate Funding Solutions.
- 12-30-18 Director completed the forms and faxed to Steve Futrell
- Invoice of \$200 for ERate Funding Solutions
- Bids for Telephone and Internet Service - Frontier

16. Staff

17. Wall Removal – Estimate

18. Disaster Plan

19. Record Systems, Inc. has a 1 year maintenance contract/warranty on the Canon Microfilm and Document Scanning equipment for \$980.00 for Jan. – Dec. 2017. New contract for 2018.

20. ILLINOIS STATE LIBRARY Annual Library Certification

Overview

In compliance with Illinois statutes and administrative rules, annual certification is required of all library system members in order to retain system membership and eligibility for grants administered by the Illinois State Library [[23 Ill. Adm. Code 3030.200](#)]. Examples of Illinois State Library grants include public and school library per capita grants, and public library construction grants.

Following certification, library system boards take action to remove non-compliant or non-certifying libraries from system membership. Notification of this action is then forwarded to the Illinois State Library for final approval.

**Please note that as per the revised [ILLINET Interlibrary Loan \(ILL\) Code](#), completion of the [ILLINET ILL Traffic Survey](#) is a prerequisite of certification.

Director Smith completed the certification online through the Illinois State Library on Jan. 15, 2018.

21. IMRF – Received the Final Notice of IMRF Contribution Rate for YR2017 – 22.70%.

22. The Association for Rural & Small Libraries – on Jan. 15, 2018 Director Smith became a member. The ARSL Annual Conference will be held in Springfield, Il, Sept. 13 -15” 2018.

23. Goals for the Library and the Bookmobile.

24. Other –

- 1-3-18 – Bigger Electric replace 10 lights.
- 1-10-18 – Brockway tech performed PM on the furnaces, changed furnace filters and checked the thermostats.

- 1-10-18 – Director Smith completed OMA training.
- 1-11-18 – Director Smith completed FOIA training.
- 1-11-18 – Director Smith attended webinar Compliance with the Open Meeting Act.
- 1-12-18 – Simplex Grinnell tech performed the Fire Alarm Inspection.
- 1-17-18 – Director Smith attended Webinar Developing Leadership Skills
- 1-17-18 – Book Discussion speaker Angela Myers spoke with 8 in attendance.
- 1-18-18 – Director Smith attended webinar RAILS member update.
- 1-23 & 24-18 – RSA upgrade
- 1-24-18 – Director Smith attended webinar RSA Database and RSA Circulation meetings.
- 1-29-18 – Director Smith and S. Eisenmayer attended Western Il. Library Legislative Lunch.

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