

JANUARY 2018 AGENDA

1. Call to Order – **Monday, January 8, 2018**, at 5:00 p.m. at the Library.
2. Roll Call

_____ Eisenmayer	_____ Painter	_____ Russell
_____ Fisher	_____ Pullen	_____ Zielke
	_____ Roessler	
3. Minutes of December 4th meeting.
4. Financial Report for December.
5. Circulation for December.
6. Per Capita Grant Application – Director Smith submitted the FY2018 Per Capita Grant Application and the FY2016 Expenditure Report by email on Dec. 20, 2017.
7. Adopt Policy Prohibiting Sexual Harassment – Vote
8. Henderson County Public Library Bylaws – make changes.
9. Staff
10. 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.
11. Library Days and Dates to Remember 2018.
12. Certificate of Status of Exempt Property – Board President to sign and date.
13. Annual Library Certification Process -
Beginning in Jan. 2, 2018, every library agency must certify annually in order to be a system member. Membership in a library system is acknowledged by Administrative Rule as either developmental or full, and is required in order to qualify for system services and programs/services from the Illinois State Library. This change, based on statute, is found in the following language: Illinois libraries “shall complete, on an annual basis, the certification process required for library system membership in order to apply for a grant” (Illinois Administrative Code, 23 Ill. Adm. Code 3035.135, (a)).
14. Tyco Simplex Grinnell – Annual billing for the Fire Alarm Contract which provides testing and inspection of this system. All parts and service calls are billable. - \$506.66.
15. Other –
 - Nov 30th, Dec. 1, 2 – Gingerbread House Decorating Days held with 244 houses decorated.

- 12-9-17 - Santa Claus came to the library on Saturday Dec. 9th and read the children "Twas the Night Before Christmas". Anita Smith read to the children and then moved into the meeting taking pictures of the children with Santa and each child received a candy cane. A breakfast of donuts, juice and chocolate milk was served to 165 children and adults by Debbie Gillam and Loreena Baker with Mary Allaman and Conner Hill working the circulation counter.
- 12-11-17 – Bigger Electric – Changed and repaired lights- outside over the garage, flag pole, sign above the air conditioner units, south wall, director office, work room, east wall. He is to come back on Thursday, Dec. 14th to install the ceiling fans.
- 12-15-17 – Bigger Electric installed the 3 ceiling fans with remote controls in the main library.
- 12-11-17 – Bookmobile generator oil was changed by Absolute Transportation and replaced one mud flap that was damaged when the tire blew.
- 12-13-17 – 3rd Annual Christmas Sing with 10 singers and June Galbraith displaying her homemade Christmas ornaments.
- 12-17-16 – Brockway tech came as the furnaces kept running and the tech flipped a switch.
- Of the 28 gingerbread houses left over we gave 12 gingerbread houses to the Middle School teacher Mrs. Halcomb and her students will take to Oakwood Estates to decorate with the residents.
- Sold 16 gingerbread houses to Janel Young of the ROE.
- Building and Maintenance:

Long Term Goals

Short Term Goals

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