

## OCTOBER AGENDA

1. Call to Order – **Monday, October 2, 2017**, at 5:00 p.m. at the Library.
2. Roll Call  
\_\_\_\_\_ Eisenmayer                      \_\_\_\_\_ Painter                      \_\_\_\_\_ Russell  
\_\_\_\_\_ Fisher                              \_\_\_\_\_ Pullen                      \_\_\_\_\_ Zielke  
\_\_\_\_\_ Roessler
3. Tax Levy Ordinance Number 17-4 – increase the proposed corporate and special purpose property taxes to be levied for 2016 are \$253,900.00. This represents a 4.9% increase over the previous year. Vote
4. Minutes of September 11<sup>th</sup> Special Meeting for the Budget & Appropriation Ordinance.
5. Minutes of the September 11<sup>th</sup> Regular Meeting. Director Smith made the two corrections to the September 11, 2017 meeting.
6. Financial Report for September.
7. Circulation for September.
8. CD – Raritan State Bank CD new maturity date will be 10/06/17. It will automatically renew at the maturity date and we can call after 10-6-17 for the new interest rate and annual percentage yield. Vote to renew.
9. Staff
  - Director held individual meetings with each staff member the month of September and went over job duties, job performance and talked about ideas, concerns.
10. ILA – *Rise Up* October 10- 12, 2017 at Tinley Park, IL. Library Director Smith will be attending.
11. Bookmobile – 9-12-17 blew a tire on her drive to Stronghurst. It was on the back of the driver side/inside tire; pieces flew off and knocked the fuel line off. Flatt's Tire Service brought out a new tire, Gullberg's found the fuel line pipe, welded it and put it back on, and then put the new tire on. These are the original 6 tires from purchase date of Feb. 2009. Flatt's Tire Service ordered 6 new tires to be put on. On 9-13-17, Sarah took the Bookmobile to Absolute Transportation, to look at the fuel line and gas cap. A gas cap was ordered. Then 9-25-17 – 6 new tires were put on.
12. FOIA request – 9-26-17 SmartProcure submitted a commercial FOIA request for any and all purchasing records from 2017-06-02 to current. Accounting Clerk Hilligoss pulled the files from QuickBooks and sent the file on 9-26-17.

### 13. Building Maintenance and Goals –

- Flooring for the meeting room.
- Ceiling Fans – Bid from Bigger Electric
- Removal of the wall surrounding the air conditioner units.
- East window pane to be replaced.

### 14. Other –

- Book Sale is being held Sept. 15 – Sept. 28<sup>th</sup>.
- 9-13-17 – Director Smith listened to a Webinar *Introduction to Library Security* through our library System RAILS.
- 9-14-17 – Director Smith listened to a Webinar *Employee Handbook: Are You Up to Date?* Through our library System RAILS.
- 9-19-17 – Director Smith listened to a Webinar *Establishing Emergency Response Networks for Cultural Collections* through our systems RAILS.
- 9-20-17 Book Discussion group September speaker was Lyle Gibson, local author from Burlington, Iowa with 14 in attendance.
- 9-22-17 – Bookmobile to Absolute Transportation, Burlington for the engine and generator oil change. A new gas cap put on. New windshield wiper blades.
- 9-26-17 – Village of Biggsville sent a survey to be completed and returned by Nov. 1, 2017. Director Smith completed the Cross-Connection Control Survey for the Village of Biggsville Water Department.

Next meeting is November 6, 2017 at 5:00 p.m.