



**Charleston Library Board Agenda
Monday, January 8, 2018 – 6:30 pm**

1. Call to Order

2. Roll call

Banks ___ Cunningham ___ Droste X Keefe___ KrahnkeX Monahan X Newell X
SmallhornX WisemanX

Craig Cunningham entered at 6:34

Tim Keefe entered at 6:37

3. Public Comment

4. Board President's Comments

5. Omnibus Agenda

A. Approval of the December 4, 2017 Board Meeting Minutes

B. Acceptance of Director's Weekly Reports

C. Acceptance of the Grant & Donation Report

D. Acceptance of Program Report

E. Acceptance of the Statistics Report

F. Acceptance of IT Report

G. Acceptance of Financial Reports- provided at the meeting

H. Approval of the bills payable- provided at the meeting

Motion to approve: BW Seconded: JS

Banks ___ Cunningham Y Droste Y KeefeY KrahnkeY Monahan Y Newell Y
SmallhornY WisemanY

Chris – Chris participated in the City Retreat and was happy to do so and learned a good deal. There was a leak in the boiler room. It was able to be stopped quickly, but the chemical feeder will need to be replaced. The technician from A&R was going to do the research into the cost of replacing the feeder. The library is fully staffed again. Laura Evans, Niko Tadic, and Sandra Edgington have joined the library. The annual fundraising campaign has gone very well, having raised \$9,000.

Heather – The Library's total fund balance is higher than the previous year. Total income is at a higher percentage due to the way property taxes come in. The audit has come in. One of the main findings was on restricted donations. Donations that are received and marked for an item the library typically buys will no longer be considered restricted donations. The other issue is with the FY17 Per Capita grant. The awarded amount has still not been received and due to it being so late, it must be counted as a loss against the fiscal year.

6. Action Item 2018 – 1: Approve Resolution 2018-01 to adopt the new policy prohibiting sexual harassment

Motion to approve: TK Seconded: BW

Yeas: 8 Nays: 0

Chris - This resolution is in response to the recent Illinois law that requires every governmental unit to pass a policy prohibiting sexual harassment. While the library already has such a policy, this new one is more specific in a few areas and reaffirms the library's stance against harassment in any form.

Full Board Packet available upon request at the service desk.

7. Discussion Items

A. Review Per Capita Grant application

Chris has finalized the FY18 Per Capita Grant application and will submit it to the state after the meeting. There is no updated timeline on receiving the FY17 Per Capita grant.

B. FY19 Budget

Chris will begin working on next year's budget and wanted to know how the Finance Committee oversees the budget planning process. Chris will schedule a meeting with the Finance committee before the next board meeting.

C. Friends of the Library

The Friends of the Library has been officially disbanded. Chris met with Kathy Armstrong over the weekend to transfer the funds from the Friends account to the Library. These funds are restricted to the construction of a play space in the KidSpace. Chris is working with Kathy on the transfer of the Friends contact list and will update the Friends membership on the plans to absorb the Friends group and turn it into the Library's volunteer program.

D. Thank You cards

Chris presented two thank you cards for the board to sign. The first to John and Phyllis Rearden for a donation they made to the library. The second to Kathy Armstrong for all of the work she has done to help the Library.

E. Next Board Meeting – Monday, February 5, 2018 at 6:30PM.

F. Other?

Mary – A date needs to be selected for this year's Literature and Libations fundraiser. The board settled on Friday, August 10, 2018. Chris will work on obtaining the liquor license, and the board members will work on obtaining sponsors for the event. Bob Newell and Lori Banks will begin the search for a band to play at the event.

8. Adjournment

Meeting adjourned at 7:15pm

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