

**Mount Carroll District Library Board Meeting Minutes
November 13, 2019**

6:00 pm

Call to order: @6:00 PM by Evison

Attendees: Marsha Foltz, Thomas Sorg, Patrick Foltz, Brandon McCaskey, Kathleen Evison, Anna Gray

Agenda Approval: P. Foltz/M. Foltz

Public Comment: None

Friends of the Library Report:

- Treasurers Report: \$6,214.99 Checking CD \$20,864.24
- Fall Tea generated: \$855
- Upcoming-Election of officers
- Calendar of Events in 2020

Secretary's Report Approval: M. Foltz/P. Foltz

Financial Report Approval:

1. M. Foltz/McCaskey moved to accept the financial report. Motion carried
2. P. Foltz/McCaskey moved to pay the bills. Motion carried

Librarian's Report:

1. October Statistics (see report)
2. Programming
3. Website is completed

Committee Reports:

1. Building & Landscape Maintenance (Naples, Sorg)

Nothing at this time.

2. Informal Education (P. Foltz, McCaskey, Naples, Watson) *meetings to be held 2nd Wednesday of the month @5:00pm*

P. Foltz reported they are thinking of doing a survey for teenagers in 7th & 8th grade to get ideas for teen programs

Go-Pro camera won at the Trustee Education event

3. Finance (Bergren, P. Foltz, M. Foltz, McDermott, Naples) *meetings to be held the Saturday prior to board meeting @9:00am*

Looking to get CD to Freeport.

Switched off Amazon credit card

6 month rotation to balance accounts

4. Facilities Planning (Bergren, McCaskey, Sorg) *meetings to be held 4th Sunday of the month @9:00am*

Met last Sunday of the month.

No updates on State of IL grant. Expect to hear by 12/1

Discussed RFQ and the possible need for someone to manage the project to hold everyone accountable for work

Heating pipes will be wrapped in the basement to prevent freezing

5. Capital Campaign (Bergren, Evison, Watson) *meetings to be held 1st Tuesday of the month @5:00pm*

No updates at this time. Most time was dedicated to discussing the Trivia Night Fundraiser

6. Trivia Night Fundraiser – Bergren, Evison, Naples, Watson

3/21, 7-10PM @Henry's KK

List made of activities that need to happen - Bergren

Old Business:

1. Sidewalk Repair-Complete and job well done
2. Gift Policy Review and Adopt motion made to accept and implement as is
P.Foltz/McCaskey

New Business:

The following documents need to be reviewed by all Board Members

1. Standards Chapter Review, Public Service: Chapter 3 Personnel
2. Trustee Fact File: Review Chapters 11-14
3. Public Bidding Policy for review. No action until December.

Executive Session:

Adjournment: P.Foltz/McCaskey @6:50 PM