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3/20/20

**West-Sangamon Library Minutes: March 3, 2020**

**Roll Call:**

**Present:** June Atkinson, Debbie Lakamp, Linda Orr (via Skype), Allicent Smith, Jeanine Benanti

**Absent:** Brian Bandy, Rose Yarko-Lazzeri

**Minutes from 1/14/2020:** Action to approve January 14, 2019 minutes was not taken due to absence of the secretary.

**Treasurer's Report:** Checking Account: \$1,400.80; Money Market: \$111,698.19

There have been some glitches with new software account. Jeanine said they are currently working on the share file access and feel that creating a password will fix the situation.

A motion was made by June Atkinson to accept the report; seconded by Joel Sander.

**President's Report:** Due to President's absence, a report was not given.

**Director's Report:**

Jeanine reported, in searching for a new IT service, she has contacted Microchip Computer Solutions, Inc. (2657 W. Lawrence, Springfield, IL.) After reading and discussing their Term Service Agreement, it was suggested that at least 2 additional bids be provided to the board for consideration. This is a timely matter as the library's current IT provider is retiring.

It was also noted that Joel Sander's name be submitted to the Economic Interest panel so that he can complete his on-line access expectations as a member of the West Sangamon Public Library District.

Jeanine shared with the board that, due to personal matters, she may have to take additional time off in the coming month, which may affect the hours of the library's employees.

**Committee Reports:** Nothing to report

**Friends of the Library:**

It was decided that Friends of the Library should head all fund-raising activities for the library. Discussion of Summer Bake Sale is on-going.

**Executive Session:** Not needed

**Old Business:**

Three new committees were formed:

**Strategic Planning:** It was decided that all board members will serve on this committee, chaired by board president.

**Public Relations:** Debbie Lakamp, Joel Sander

**Events' Committee:** Allicent Smith, Joel Sander, June Atkinson

Discussion was held about holding a library sponsored event each month (on site or at another venue). Possible ideas: blood pressure clinic, child car seat installation/safety, author book signings, Mystery Dinner. Events should not require payment to presenter nor expect a profit to be made.

**Face Book Page:** Joel Sander said he will help manage the library's FB page.

**New Business:**

Allicent Smith proposed purchasing a public message board near the library to communicate library-sponsored activities to the village.

**Adjournment:** June Atkinson made a motion to adjourn the meeting; seconded by Debbie Lakamp

**Our next meeting is May 5, 2020, at 7:00pm.**

**\*\*Notes submitted by Allicent Smith. Please bring corrections/changes/questions about minutes to the next board meeting. Thank you!**