

**Minutes of the
Loda Township Library
November 18, 2019**

The November meeting was called to order at 5:05 p.m. by President Pat Hamby. Those also in attendance were Becky Jones, Sue Sawyer, Nancy Johnson, Kay Houtzel, Gayle Lemenager, Beckie Green and Director Teri Hennessy.

President's Report: No report at this time.

Secretary's Report: The reading of the September 15th meeting minutes was waived as all trustees had read them previously. Becky Jones made the motion to accept the minutes with Sue Sawyer making the second. Minutes were approved.

Treasurer's Report: After discussion, Gayle made the motion to accept the treasurer's report with Becky making the second. Report was approved.

Librarian's Report: Teri reported that there has been an increase in the purchasing of books, the patron count, and in computer use (by 20%). However, there was a slight decrease in the circulation since the last report. Teri is considering a holiday program for children.

Committee Reports:

- a. Policy Committee: (Sue, Kay and Teri) reported that the Illinois State Library policy for "Surplus Disposal" was discussed and adjusted for our use. The committee also created a policy titled "Authority to Spend" using figures from the state library as guidelines. The "Collection Management Policy" was established.
- b. Building and Grounds Committee: (Sue, Pat, Teri) reported that the gutters have been cleaned and bushes trimmed. Larry Sutton has agreed to plow snow this winter and Terminix has made an inspection and performed regularly scheduled treatment. Not accomplished is a furnace inspection and the annual electrical inspection. Teri will contact Dogtown Heating and Air to inspect the furnace and Beckie will contact Marty Vance to perform an electrical and smoke alarm inspection.

Old Business:

Gayle reported that she does not get a response from the Houlihan company despite her attempts regarding the repairing the building's unique gutters. Gayle's husband, Craig, will assess the gutter problem when his schedule allows. He will also patch the crack in the front stoop when his time permits.

New Business:

- a. The trustees discussed Christmas bonuses for Teri, Vicky, Barb, and Marla. After discussion, the board established the following amounts: Teri - \$250.00; Vicky - \$100.00; Barb - \$50.00; and Marla - \$75.00
Gayle made the motion to award these dollar amounts with Sue making the second. Motion passed in a voice vote.
- b. Nancy Johnson, treasurer, gave notice to the board and to the librarian that salaries will be reviewed in January for FY 20/21.
- c. Motion to approve and accept all three policies presented by the Policy Committee was made by Beckie Green with Nancy Johnson making the second. Motion passed.

Kay made a motion to adjourn the meeting with Nancy making the second.
Meeting adjourned at 6:10 p.m.

Respectfully submitted,
Beckie Green