Minutes of the

Loda Township Library

May 20, 2019

The May 20th meeting was called to order by President Pat Hamby at 4:58 p.m. Attending, in addition to Pat Hamby, were Kay Houtzel, Nancy Johnson, Sue Sawyer, Beckie Green, and Teri Hennessy, library director. Absent were Gayle Lemenager and Becky Jones.

President’s Report: Pat administered the Oath of Office to the two re-elected trustees in attendance: Nancy Johnson and Beckie Green. Teri distributed the American Library Association Ethics Statement for Public Library Trustees to all board members. The next election of officers will be in 2021. Each trustee’s term is for four years.

Secretary’s Report: Beckie read the minutes from the March 16th meeting.

“Building” will be added to the sentence “Kay proposed we adopt a routine preventative inspection of equipment [and *building*] . . . to the Maintenance Schedule, under New Business. Motion to accept the minutes as corrected was made by Kay with Sue making the 2nd motion. Minutes were approved.

Treasurer’s Report: Nancy presented the final March 31, 2019 report of the fiscal year. Nancy stated that in the treasurer’s report she gave at the March meeting, there was an error in the September/October 2018 total, she was off 9 cents. That amount has been corrected. Sue made the motion to accept the treasurer’s report with Kay making the 2nd. Motion passed.

Director’s Report:

1. Per Capita Grant: the library has been awarded $1,826.25 but has not received it yet.
2. Statistical Report: Teri distributed the report and stated the library has gained 135 new books, 7 new patron cards have been issued, and the circulation has increased.
3. Adding Overdrive: Teri reported that she will discontinue the subscription to Junior Library Guild, as she is pleased with our current children’s collection, and the subscription costs $2670 annually.  We already have the 135 free books that were offered, along with monthly deliveries, that will end in September.  Instead she will add Overdrive and save at least $1500 in the book budget.  The Overdrive app will work on more devices and the annual fee is $800 plus $200 yearly service fees.
4. Promotion: Summer Reading Program –a weekly reading program, with related activities, for children ages 6 –14 will run from June 11th–July 9th. Teri will use our website and Facebook page plus the Ford County Record newspaper for publication.
5. Patrons have offered to lead a computer technology program and a children’s reading & puppet program. More information to come when available.
6. Director’s University: Teri has registered for the June 3rd – 7th program. Vicky Reetz and Barb Soltysiak will fill in during Teri’s absence.
7. October Time Off: Teri notified the board that she will be taking a trip in October. Even though she will be gone for 12 days, with holidays and weekend time, she will only be off five days. Vicky Reetz and Rose Gilman will fill in during Teri’s absence.

Committee Reports: The Policy Committee presented the “Bereavement Policy”. Pat recommended the title be changed to include “Staff”, to read as “Staff Bereavement Policy”. Beckie made the motion to accept the policy as presented with the name change. Nancy made the 2nd and the motion passed. After reviewing the Bereavement Policy, we will re-visit the Condolence Policy at the next meeting.

Old Business:

1. Insurance Update: Kay reported that she spoke with Tom Mueller, Township Supervisor and former insurance professional. Tom gave Kay information about the Township’s policy with the Township Officials of Illinois Risk Management Association. Tom recommended the following:
* Replacement Value: $400,000 (currently it is approximately $192,00)
* Liability: $3,000,000 (currently $1,000,000)
* Contents: $60,000 replacement (currently $60,000)

The annual premium quote from Townships of Illinois is: $1,610. (currently $1,173)

Grinnell Mutual with the King Danforth agency would want to assess our building and assets before giving us coverage amounts and a premium quote.

Research of comparing policies is on-going and will be discussed further at the next meeting.

1. Gutter Repair: Due to Gayle’s absence, this topic has been tabled.
2. Stoop Repair: Due to Gayle’s absence, this topic has been tabled.
3. Shelf Dusting: Our custodian has declined the offer; therefore, Teri has been performing this task. Nancy’s 15-year-old granddaughter is interested as a summer job. A motion to hire summer help to dust the books and shelves at a rate of $9.00 an hour was made by Sue with Beckie making the 2nd. Motion passed.
4. Maintenance Schedule: Kay reported that Gary Vance, contractor, will perform a spring and fall building check. Date to begin is undetermined. Beckie reported that Marty Vance, electrician, will perform an electrical system check. Marty felt once a year is sufficient. Date to begin is undetermined. Pat will contact Dogtown Heating and Air, who has done work for us before, to perform a seasonal check on the furnace, air conditioner, and dehumidifier. At the next meeting, the board will appoint a “Building and Grounds Committee”.

New Business:

1. Pat recommended a change to the By-Laws to state the change of meetings to the “third Monday of the month at 5:00 p.m.”. Beckie made the motion to make the change with Sue making the 2nd. Motion passed.
2. Pat received a letter from Paula Russow, a citizen of the village of Loda, asking the library to participate in the “Loda Good Ole Days” festival. A discussion about possible activities with time and effort involved resulted in a consensus to decline the invitation.
3. Kay reminded the board to have the announcement of meetings with date, time, and agenda posted in public places within 48 hours of the meeting. Teri responded that ours are posted on the library door, the bulletin board, and the post office.
4. Gayle Lemenager’s Oath of Office will carry-over to the next meeting.

Motion to adjourn was made by Sue with Beckie making the 2nd. Meeting adjourned at 6:45 p.m.

Respectfully submitted,

Beckie Green