

Minutes of the Loda Township Library July 15, 2019

The July 15th meeting was called to order by President Pat Hamby at 4:55 p.m. Attending, in addition to Pat Hamby, were Becky Jones, Sue Sawyer, Kay Houtzel, Gayle Lemenager, Beckie Green, Nancy Johnson, and Teri Hennessy library director.

President's Report:

1. Pat administered the Oath of the Office to Gayle Lemenager following her election in April to a four-year term. Gayle signed the Ethics Statement.
2. Pat contacted Dogtown Heating and Air regarding an annual check of the HVAC system. They will check the furnace in the fall and the air conditioning system in the spring for \$144.00.
3. Pat introduced the subject of having a contractual legal counsel, as a precaution, if needed. Discussion followed for consideration.
4. Pat also introduced the idea of meeting monthly instead of every-other-month, with the purpose of reducing the length of meetings. Discussion followed for consideration.

Secretary's Report: Beckie Green read the minutes from the May 20th meeting. Becky Jones made a motion to accept the minutes, Kay Houtzel seconded. Motion passed.

Treasurer's Report: Nancy Johnson presented the treasurer's report. Nancy reported we will receive \$65,448.00 from the county taxes for the fiscal year instead of the budgeted \$62,500.00. The Per Capita Grant money has not been received yet. Nancy has paid our insurance for the quarter, June to September 1st, with the King Agency. Our payroll service with Shaeffer and Associates is going very well. Gayle Lemenager motioned to accept the treasurer's report; Sue Sawyer seconded. Motion passed.

Insurance Update : At this point in our meeting, Tom Mueller, the Loda Township Supervisor, joined us to report and explain updating our insurance with the Township Officials of Illinois Risk Management Association (TOIRMA). As reported in the minutes of the May 20th meeting, it is time to update our insurance and the King Agency with Grinnell Mutual can't meet our needs.

Tom, a former insurance agent, recommended the following:

Building Replacement: \$400,000 (currently: \$192,000)

Contents: \$120,000 (currently: \$60,000)

General Liability: \$3,000,000 (currently: \$1,000,000)

The total annual premium with TOIRMA will be \$3,000. Tom stated that the Township levied \$65,000 for the library, which gave us an extra \$3,000, which covers the new premium cost out of budget.

Because we pay our own bills, not the township, we do not qualify to obtain Workmen's Compensation and Professional/Personal insurance coverage with TOIRMA. Tom recommended we purchase a policy with IPG (Paxton) for \$800-\$1,000 a year. Such coverage will protect trustees and employees for possible slander, breach of duty, breach of decision making, employee harassment, discrimination, etc., that we do not currently have.

The building inspection has already been done, so an approval of the purchase of a new insurance policy with TOIRMA and IPG is needed. Sue Sawyer motioned to move our insurance from the King Agency/Grinnell Mutual to the Township Officials of Illinois

Risk Management Association and the Insurance Providers Group of Paxton; Becky Jones made the second motion. Motion passed. Tom will proceed with switching our insurance coverage.

Director's Report:

- a. Statistical: Teri reported that 20 new patron cards have been issued since the last report. Circulation has stayed the same.
- b. Promotion: The Summer Reading Program was successful with 12 participants and a variety of activities.
- c. Director's University: Teri reported that we already have most of the recommended library policies set by the Illinois State Library. However, we do not have an employee personnel benefit policy regarding paid days off, such as sickness, vacation, jury duty, leave of absence, holidays, etc.
- d. The Illinois State Library Association's Archivist will review our operation documents and advise as to how long to keep records.
- e. Teri asked the board if we will remain open the morning of Saturday, July 27th, or close. Discussion followed. Beckie Green made the motion to close the library Saturday, July 27th, with Teri being paid. Becky Jones made the second. Motion passed.

Committee Reports:

- a. A Maintenance Committee has been formed with Teri Hennessy, Sue Sawyer, and Pat Hamby as members.
- b. The Policy Committee (Sue Sawyer, Kay Houtzel, and Teri Hennessy) will meet to develop a personnel policy and will vote upon it at the September trustees' meeting.

Old Business:

- a. Insurance Update: See above report with Tom Mueller.
- b. Condolence Policy: Kay reported about the need for standard criteria concerning the expression of sympathy to board members and staff. She will explore this further.
- c. Gutter Repair: Gayle reported that Houlihan Heating and Sheet Metal will be coming next week to inspect the gutters.
- d. Stoop Repair: Gayle reported that her husband, Craig, can temporarily repair the cracks in the exterior front entrance wall and stoop. He states that the cracks are not an immediate structural concern. No date has been set for the repair due to Craig's business commitments.
- e. Shelf Dusting: Nancy reported that her granddaughter has performed this task three times, so far this summer.
- f. Maintenance Schedule: Teri stated she has contacted Window Genie from Champaign electronically and by phone for a quote but has not received a response. She will continue with this pursuit.

New Business:

- a. Teri reported that she attempted to replace some bulbs in our current fluorescent fixtures but the fixtures are inconsistent and bulbs incompatible. Teri called Kuester Electric to evaluate the possible replacement of all the (fluorescent tube bulbs) lighting to LED. Kuester Electric can switch out all 40 bulbs/12 fixtures and change all of the wiring for \$1,100, including labor. Teri priced one fixture and it would cost \$160 and multiply that times all the fixtures, and it would have cost \$1,900. Nancy Johnson made the motion to proceed with Kuester Electric, Becky Jones made the second. Motion passed.
- b. Non-Resident Fee: Teri stated she received a form, due July 1st, regarding the Non-Resident Fee. She stated it should be voted on annually. It was last voted on in November 2017, to be effective April 2018. Sue Sawyer made the motion to keep the current amount of \$70 for the Non-Resident Fee, Kay Houtzel made the second. Motion passed.

Kay Houtzel made the motion to adjourn. Sue Sawyer made the second. Motion passed. Meeting adjourned at 6:49 p.m.

Respectfully submitted,
Beckie Green