

Minutes of the
Loda Township Library
January 21, 2020

The January meeting was called to order by Present Pat Hamby at 5:00 p.m. Attending were Gayle Lemenager, Nancy Johnson, Beckie Green, and director Teri Hennessy. Absent were Sue Sawyer, Kay Houtzel, and Becky Jones.

President's Report:

Pat distributed copies of a Ford County Record newspaper article about the Open Meetings violation made against the Onarga Library with a reminder that the board needs to be circumspect in following the policy. Teri reported that she is diligent in posting the notices of our meetings on the library front door so every patron will see it and she posts it on our website. Teri states that we are in compliance with the Open Meetings Act.

Pat spoke with a local (retired) architect, with historical building experience, about the needed repair to our unique roof gutters. He has not made any report to her. Gayle Lemenager's husband is still interested in looking into it but will wait now until there is more daylight at the end of his workday.

Pat also raised conversation about placing monthly articles in the Ford County Record about new book acquisitions and events and Teri agreed that she could do this. These subject items are also posted on the library's website.

Secretary's Report:

The reading of the minutes of the November 18, 2019 meeting was waived as all trustees in attendance had read them previously. Nancy Johnson made the motion to approve, Gayle seconded, and the motion passed.

Treasurer's Report:

Nancy distributed her report and stated that we have received the final tax payment. After discussion, Gayle made the motion to accept the report, Beckie seconded, and the motion passed.

Director's Report:

Teri distributed the inventory/circulation report and stated that circulation increased slightly since last month. Teri has applied for the 2020 Per Capita Grant. Sherry Cameron, an Illinois State Archivist, visited and reviewed our records in accordance with the state guidelines. Sherry submitted the list of our records and they were approved by the Local Records Commission of the Records Management section of the Secretary of State office. Teri has the guidelines for keeping specific documents, records, and reports before disposing. Upon the "keep" expiration date, an "Application to Dispose of Local Records" form has to be sent and approved before any action is to be taken.

Committee Reports:

- **Building and Grounds:**

Furnace – Dogtown Heating inspected the furnace and found no problems but then the next day it broke down. It has been repaired.

Electrical – Marty Vance performed a general inspection January 7th on the electrical panel and the interior of the building. Marty recommended a separate circuit for the de-humidifier and the installation of an outlet in the bathroom for the water heater. While in the basement, Marty discovered two support posts that have fallen under the East Stack Room and offered to re-install them. Then, when leaving the building, he recommended we have a chimney flu cover installed. Beckie made a motion to have Marty complete his list of recommendations, Nancy seconded, motion passed.

Old Business: None

New Business:

Teri reported that our Policy Committee will meet to discuss adopting the Blood-borne Pathogens Policy required and provided by the State Library. They will also be discussing a Health Safety Policy as well.

The board of trustees discussed annual raises for library employees.

After discussion, the following salaries have been approved for the FY 20/21.

Teri Hennessy, director: \$19.00 an hour, up from \$17.00.

Vicky Reitz, assistant: \$16.00 an hour, up from \$15.00

Barb Soltysiak, part-time: \$14.00 an hour, up from \$13.00

Nancy made the motion to approve the salary raises, Gayle seconded, and the motion passed.

Meeting adjourned at 6:15 p.m.

Respectfully submitted

Beckie Green