

Minutes of the
Loda Township Library
March 16, 2019

The March 16th meeting of the Board of Trustees was called to order by President Pat Hamby at 8:30 a.m. Attending were Nancy Johnson, Kay Houtzel, Gayle Lemenager, Sue Sawyer, Becky Jones, Beckie Green, Pat Hamby, and Teri Hennessey.

Minutes of the last meeting, November 17, 2018, were read. A correction was made to item # C under the Director's Report. The computer was purchased from Simply Computers, not Best Buy. Kay made the motion to approve as corrected, Sue seconded, motion passed.

Nancy Johnson presented the treasurer's report. Discussion was held concerning the report and the proposed FY 19-20 budget. Becky Jones made the motion to approve the report, Gayle made the second and the motion passed. Sue Sawyer made the motion to accept the FY 19-20 budget, Kay seconded, and the motion passed.

Director's Report:

- A. Building Maintenance: Both humidifiers are working fine, and the bathroom sink's leaking faucet has been replaced.
- B. Library Promotion: The "Show Your Love" food drive was so successful that Teri has decided to keep it active all year.
- C. Librarian's Statistical Report: Teri distributed the report showing 3 new patron cards were issued and circulation is up from our last meeting.
- D. The "Kids' Book Club" has five members, ages 11-15, which meets on Thursdays at 4:00 p.m. The Veterans' Book Club did not produce any interest, despite Teri's promotion, so it has been set aside.
- E. Per Capita Grant 2019: Teri reported that it has been sent and approved.
- F. Website Updates: Teri has created links for patrons to use to contact their government officials.
- G. Director's University: Teri has spoken with other library directors and has been encouraged to attend. She has registered to attend June 3 – 7, 2019. Vicky and Barb will work Teri's hours.

President's Report: Pat received a notice from the Iroquois County Board of Review concerning residential property tax appeals. It doesn't require any action from the Library Board, however, it does give us notice of *possible* future changes in our tax receipts.

Committee Reports: None at this time.

Old Business:

- A. April Election: those seeking re-election have filed their required paper work.
- B. Gutter Repair: Gayle's husband has given us a name of business as the only company in the Midwest that he knows of that could do the repair work on our original, custom gutters. Gayle will contact the company, Houlihan Plumbing and Heating, for an inspection and estimate.
- C. Stoop Repair: Gayle reported that her husband cannot make the repairs to the concrete in the winter time but will do so in the spring.
- D. Enersol Lighting: Sue reported that she has been unsuccessful in obtaining LED lighting for the library. She had contacted the business that made the promotion to us, but the company has not followed through with any further information. The board agreed to drop pursuing this program.

New Business:

- A. Bereavement Policy: Teri distributed a sample policy she gathered from other resources for the purpose of being equitable to staff and board members when an illness or a death in the family occurs. After much discussion, a motion was made by Sue to not have an active policy on behalf of the library on *expressions* of sympathy. Instead, individuals may inform the library staff and board of an event to share, and we may respond as individuals. Kay made the second and the motion passed. Policy Committee members (Kay Houtzel, Sue Sawyer, and Teri Hennessy) will met to create an official Bereavement Policy for staff members where specific paid days off for a death in the family will be presented at the next board meeting.

- B. Library Board Meeting Dates for 2019-2020: Teri distributed the 2019-2020 federal holiday dates of days the library will be closed. Discussion was held about changing the day of the week and the time of future meetings because Saturday mornings are generally difficult meeting times for some board members. Through discussion, the consensus was to change the meetings to the third Monday of every other month at 5:00 p.m., with Teri in agreement.
- C. Maintenance Schedule: Kay proposed that we adopt a routine preventative inspection of equipment to maintain and/ or repair equipment before it breaks down. Discussion followed and was agreed that Kay will ask Gary Vance, contractor, to inspect the building and Beckie Green will ask Marty Vance, electrician, to check the electrical system every spring and fall. Teri will have someone routinely dust books that do not get checked out often in an effort to prevent damage.

Motion to adjourn the meeting was made by Beckie, Gayle seconded, and the meeting was adjourned at 10:22 a.m.

The next meeting will be Monday, May 20th, at 5:00 p.m.

Respectfully submitted,

Beckie Green
secretary