

**Minutes of the
Loda Township Library
September 15, 2019**

The September 15 meeting was called to order by President Pat Hamby at 5:03 p.m. Also present were Gayle Lemenager, Becky Jones, Sue Sawyer, Kay Houtzel and Director Teri Hennessy. Absent were Treasurer Nancy Johnson and Secretary Beckie Green.

President's Report:

Discussion continued from the previous meeting regarding legal counsel for the library. Teri mentioned that Phillip Linzini from Peoria represents over 200 libraries in Illinois. Kay has talked to Ross Sorensen from Paxton, who stated that he would be happy to take questions from her any time. He stated that if he cannot help us, he would refer us to an attorney he knows who represents other municipalities. It is the general consensus at this time that a contracted attorney is not needed.

Secretary's Report:

Reading of the minutes was waived, as everyone had previously read them. Pat Hamby made the correction that "Maintenance Committee" in the Committee Reports should be changed to "Building and Grounds Committee". Gayle made the motion to accept the minutes as corrected. Becky Jones seconded. Motion carried.

Treasurer's Report:

It was noted that the first installment of property tax money has been received from the county. It was also noted that the annual Per-Capita Grant has not been received. Other items in the report required some clarification, so in the absence of the Treasurer, the vote to accept the report was tabled until the next meeting.

Director's Report:

- a. Teri reported that the computers in the library are being used a great deal, and that new library cards continue to be issued.
- b. Teri has applied for a grant from the Community Foundation of East Central Illinois asking for three laptops for the library. Her hope is that they can be used for classes to educate people on how to use technology. There should be news of the grant in November.
- c. Teri reported that she will be on vacation October 3-15, and will be paid for 30 hours of vacation. Rose Gilman, director of the Watseka library, has agreed to help fill in, as well as Vicky Reetz.
- d. Teri reported that Kuester Electric has finished rewiring and installing new light fixtures and bulbs.
- e. Window Genie has completed cleaning windows and screens.

Committee Reports:

- a. The Policy Committee (Sue, Kay and Teri) presented new policies to be approved. The Condolence Policy, Vacation Policy and Leave Policy were read and discussed. Becky Jones made the motion to accept the new policies. Gayle Lemenager seconded. Motion passed.
- b. The Policy Committee hopes to meet before the next meeting to draft policies regarding authority to spend, disposal of surplus property, and collection management.
- c. There was a review of the maintenance schedule presented by the Building and Grounds Committee. It was suggested that gutter cleaning be done in the fall after the leaves have fallen, as well as in the spring. Also added to the schedule was the trimming of the bushes, to be done in late summer-early fall. The schedule is as follows:

Spring: 1) AC inspection, 2) Pest Control, 3) Building Inspection (in and out), 4) Gutter Cleaning.

Summer: 1) Snow removal contracting, 2) Lawn Care (mowing and fertilizing), 3) Window cleaning, 4) Trimming of bushes.

Fall: 1) Furnace inspection, 2) Electrical inspection, 3) Smoke alarm batteries, 4) Gutter cleaning (after leaves have fallen).

Winter: 1) Technology review, 2) Painted surfaces, 3) Carpeting.

Old Business:

- a. Insurance: Insurance coverage was again discussed. Kay reported that the library building, contents, and liability are covered by TOIRMA as of August 1, 2019. Officers and Directors coverage and Workers Compensation are covered by IPG as of August 1, 2019.
- b. Stoop/Gutter Repair: Gayle reported that there has been no progress on gutter repair. She also reported that Craig Lemenager has looked at the stoop problem and will get to it as time permits. He stated that it is not an urgent matter.

New Business:

- a. Vote on Condolence Policy: see Committee Reports.
- b. Vote on Vacation Policy: see Committee Reports.
- c. Vote on Leave Policy: see Committee Reports.
- d. Stucco Repair: Kurt Brust has finished repairing the stucco on the back half of the east side and also the back side of the building.
- e. Snow removal was discussed, with hopes to use the same services as last year.
- f. Becky Jones offered to contact Tim Johnson of Paxton to see if he would trim the bushes.

Sue Sawyer made the motion to adjourn the meeting. Becky Jones seconded. Motion passed. Meeting adjourned at 6:00 p.m.

Respectfully submitted,
Kay Houtzel, acting secretary