

Lillie M. Evans Library District  
Meeting of the Board of Trustees  
February 8, 2018 at 7:00 p.m.

The Lillie M. Evans Library Board was called to order at 7:02 p.m. on Thursday, February 8, 2018. Diane Smith, Joanne Cox, Teresa Bouton and Gayle Johnson-Brackett were present. Deb Givens, Ellen Cluskey, and Gary Kratzer were absent. Director Beth Duttlinger was also present.

**Comments or questions to the Board** – None

**Minutes** - The minutes from the January 18, 2018, meeting were read. Joanne Cox made a motion to accept the minutes, seconded by Diane Smith. All ayes, motion carried. The minutes from the January 18, 2018, joint board meeting of the Village Board, School Board and Library Board were read. Diane Smith made a motion to accept the minutes, seconded by Teresa Bouton. All ayes, motion carried.

**Correspondence and Communication** – The library construction project is featured on pages 8 and 9 of the February 2018 edition of the ILA Reporter.

**Committee Reports**

- A. Finance – No report.
- B. House and Grounds
  - 1. Construction Update – The only thing left to be done is an adjustment to the baby changing station in the new men’s restroom. All training has been finished.
  - 2. Zeller Electric reimbursement – Joanne Cox made a motion, seconded by Diane Smith, to reimburse Zeller for material previously not billed in the amount of \$9,000. Roll call vote: Joanne Cox, aye; Diane Smith, aye; Teresa Bouton, aye; Gayle Johnson-Brackett, aye. All ayes, motions carried.
- C. Policy
  - 1. Personnel – First reading of the revised Personnel Policy
  - 2. Authority to Spend – Teresa Bouton made a motion, seconded by Joanne Cox, to change the policy to comply with new laws. All ayes, motion carried.
  - 3. Routine Banking Procedures – Diane Smith made a motion, seconded by Teresa Bouton, to approve the policy as amended. All ayes, motion carried.
  - 4. Budget and Finance Policy – First reading of the revised Budget and Finance Policy.
- D. Personnel – No report.

**Financial Report** - Approval of January expenditures – Diane Smith made a motion, seconded by Joanne Cox, to approve the January expenditures. Roll Call: Diane Smith,

aye; Joanne Cox, aye; Teresa Bouton, aye; and Gayle Johnson-Brackett, aye. All ayes, motion carried.

**Directors Report** - on file at the library.

**Friends of the Library report** – No report

**Unfinished Business**

- A. Bike the Trail Library to Library – Beth will be meeting with the participating library directors on Feb. 16<sup>th</sup> to discuss the program and draft the bike lending procedures. All four librarians are working with their insurance agents to address any liability concerns. Bike Peoria is donating additional funds for a second bike repair station.
- B. Illinois Bicentennial – Plans continue.
- C. Long range planning – A draft of the survey was handed out. The focus group is tentatively planned for 7:00 – 9:00 p.m. on March 20, 2018.

**New Business**

- A. Trustee Facts File Chapter 7 (Long Range Planning) was reviewed. The library meets all requirements.
- B. A Music in the Square Series is being explored for July of 2018.

**Comments to guide future agendas** – None

**Adjournment** – Joanne Cox made a motion, seconded by Teresa Bouton, to adjourn the meeting at 8:24. All ayes, motion carried.

The next board meeting will be March 8, 2018, at 7:00 p.m. at the library.

Respectively submitted,

Gayle Johnson-Brackett, Secretary pro tem