

Lillie M. Evans Library District
Meeting of the Board of Trustees
February 9, 2017 at 7 p.m.

The Lillie M. Evans Library Board was called to order at 7:04 p.m. on Thursday, February 9, 2017, by Treasurer Diane Smith. Director Beth Duttlinger, Joanne Cox, Gary Kratzer, Diane Smith, and Mary Lou Hott were present. Gayle Johnson-Brackett, Ellen Cluskey, and Deb Givens were absent.

Comments or questions to the Board – none.

Minutes

- A. The minutes from the January 19, 2017 regular Board meeting were read. It was moved by Joanne Cox and seconded by Gary Kratzer to accept the minutes. All ayes, motion carried.
- B. The minutes from the January 19, 2017 Joint Board meeting were read. It was moved by Mary Lou Hott and seconded by Gary Kratzer to accept the minutes. All ayes, motion carried.

Correspondence and Communication

- 1. The Illinois Library Association's legislative palm cards for both the 100th Illinois General Assembly and the 115th U.S. Congress were included in our packets.
- 2. The Central Illinois Library Legislative Lunch will be held at the Bloomington-Normal Marriott on Friday, March 3. Beth is planning to go and invited any Board members to attend. Cost for the lunch is \$40.

Committee Reports

- A. Finance – none.
- B. House & Grounds
 - 1. Construction update – in director's report. The staff entrance key swipe is now working since the replacement unit was installed. A letter was received from the Illinois EPA stating they had received our Heating Oil Underground Storage Tank Election form, and we are not required to perform corrective action. An account has now been set up at the Princeville Community Bank. The staff is deciding between two options for the vinyl floor for the bathrooms in the new addition; we all agreed that we liked both samples.
- C. Policy—The policies below were reviewed, and no changes were made.
 - 1. Display Space Policy
 - 2. Service to Patrons with Disabilities
 - 3. Telephone Use Policy
- D. Personnel
 - 1. Beth indicated that the next budget cycle will include staff additions for Tuesday and Thursday evenings, as that has been discussed with the opening of the new addition. A custodian assistant position will also be added to help in cleaning.

Financial Report

- A. Approval of January expenditures – It was moved by Joanne Cox and seconded by Gary Kratzer to approve the January expenditures. Roll call: Joanne Cox, aye, Gary Kratzer, aye, Diane Smith, aye, Mary Lou Hott, aye. All ayes, motion carried.

Director's Report – on file at the library.

Friends of the Library Report – The friends met on February 7 and approved funding 11 items for youth services totaling \$1,049. There is currently \$3,738.56 in the account. Book sale set up will be on July 28 at 11 a.m. The sale will begin on Monday, July 31, and run for four weeks. Box up day will be on August 30.

Unfinished Business

- A. Job Description – Descriptions have been completed for Office Manager/Bookkeeper and Head of Youth Services. Beth is currently working on Library Assistant/Circulation Clerk and Library Assistant/Marketing & Technical Services Clerk.
- B. Princeville Library's 90th Anniversary (est. May 31, 1927) – Beth showed the Board a poster describing the May events. Promoting will begin in March and April.

New Business

- A. Serving our Public 3.0 – Chapter 5, Technology – Beth highlighted the items on the technology checklist. We are doing all of these items. On file at the library.

Comments to Guide Future Agendas – none.

Adjournment – Mary Lou Hott made a motion, seconded by Joanne Cox to adjourn the meeting at 7:45 p.m. All ayes, motion carried.

The next meeting will be on March 9, 2017, at 7:00 p.m.

Respectfully submitted,

Mary Lou Hott, Acting Secretary