

Lillie M. Evans Library District  
Meeting of the Board of Trustees  
April 13, 2017 at 7:00 p.m.

The Lillie M. Evans Library Board was called to order at 7:02 p.m. on Thursday, April 13, 2017. Diane Smith, Joanne Cox, Ellen Cluskey, Gary Kratzer, Mary Lou Hott and Gayle Johnson-Brackett were present. Deb Givens was absent. Director Beth Duttlinger was also present. Guests were Owen and Sandra Hill.

**Comments or questions to the Board**

- A. Owen explained that he is working on his communication badge requirements to become an Eagle Scout, and attending this meeting will help with one of the requirements.

**Minutes**

- A. The minutes from the March 9, 2017 meeting were read. Mary Lou Hott made a motion to accept the minutes, seconded by Ellen Cluskey. All ayes, motion carried.

**Correspondence and Communication**

- A. The final report from the Harv Stahl estate claim was received. The library will receive their share in the middle of May if no objections are filed.
- B. All trustees have filed their Statement of Economic Interest with the Peoria County Clerk.
- C. A trustee training discussion will be held on Saturday, April 22, from 2:00 – 4:00 at the Geneseo Public Library. The topic is Library Tax Levies, the presenter is Phil Lenzini, and the event is sponsored by RAILS.
- D. Notification was received that the library will be getting \$3,111.20 from the Per Capita grant for FY17. This is approximately 23% less than two years ago.
- E. Election results are final. The new board will be seated at the June meeting, in keeping with the official requirements to wait until after May 15 to seat new boards.

**Committee Reports**

- A. Finance – No report.
- B. House and Grounds
  - 1. Construction update – All details are shown in the director’s report.
    - 1.The contractors are making great progress and are estimating their portion of the project will be finished by summer.
    - 2.Discrepancies in architect drawings were discussed and resolved.
- C. Policy
  - 1. A motion was made by Diane Smith, seconded by Joanne Cox, to

- approve the Children's Safety Policy. All ayes, motion carried.
2. A motion was made by Ellen Cluskey, seconded by Mary Lou Hott, to approve the Policy Concerning Disruptive Behavior. All ayes, motion carried.
  3. A motion was made by Diane Smith, seconded by Gary Kratzer, to approve the Illinois Freedom of Information Act Policy. All ayes, motion carried.
- D. Personnel – No report.

### **Financial Report**

- A. Approval of March expenditures – Joanne Cox made a motion, seconded by Mary Lou Hott, to approve the March expenditures. Roll Call: Joanne Cox, aye, Mary Lou Hott, Ellen Cluskey, aye, Diane Smith, aye, Gary Kratzer, aye, and Gayle Johnson-Brackett, aye. All ayes, motion carried.

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

### **Friends of the Library report**

- A. The Friends recently paid for Kate Will to attend a youth services institute, a Bly-Ray player, Jumbo Magnetic Builders, wall mounted Scrabble, a prize wheel, Break-out Ed, and magnifying glasses and clip art.

### **Unfinished Business**

- A. Job descriptions for the custodian, custodial assistant, seasonal garden worker and shelver were discussed. All positions now have updated job descriptions in place.
- B. Princeville Library's 90<sup>th</sup> anniversary programs will be held each Wednesday in May. A bookmark showing programs was distributed.

### **New Business**

- A. Serving Our Public 3.0 – Chapter 7, Collection Management and Resource Sharing, was reviewed.
- B. The Board of Trustee Task Schedule was presented and reviewed.

**Comments to guide future agendas** - None

**Adjournment** – Joanne Cox made a motion, seconded by Ellen Cluskey, to adjourn the meeting at 8:17. All ayes, motion carried.

The next board meeting will be May 11, 2017, at 7:00 p.m. at the library.

Respectfully submitted,

Gayle Johnson-Brackett, Secretary pro tem