

Lillie M. Evans Library District
Meeting of the Board of Trustees
October 12th, 2017 at 7:00 p.m.

The Lillie M. Evans Library Board was called to order at 7:00 p.m. on Thursday, October 12, 2017. Ellen Cluskey, Teresa Bouton, Diane Smith, Director Beth Duttlinger, Gayle Johnson-Brackett, and Deb Givens were present. Gary Kratzer and Joanne Cox were absent.

Comments or questions to the Board – none

Minutes

- A. The minutes of the September 14, 2017 board meeting were read. Diane Smith made a motion, seconded by Ellen Cluskey. All ayes, motion carried.

Correspondence and Communication

- A. Thank you from Merrick Floorcovering – Merrick Floorcovering sent a thank you to the library for letting them provide the floorcovering for the new addition.
- B. RAILS Library Safety and Security Training webinar – The webinar will be held on November 15th from 9:30 – 10:30 by Dr. Steve Albrecht. The topic is keeping the patrons and staff safe.
- C. RAILS FOIA Hotline expanded to include Open Meetings Act – We can now call them and they will tell us how to deal with it.
- D. Note from Mary Lou Hott – She will be unable to attend the Open House but expressed her best wishes.
- E. Behavior issues at the library were discussed and a letter to the family was read.

Committee Reports

- A. Finance – Levy – below in Unfinished Business
- B. House and Grounds
 - 1. Punch List – working on
 - 2. Open House – October 23rd from 4:30 – 6:30
- C. Policy
 - 1. Hours – tabled
 - 2. Personnel – tabled
 - 3. Meeting Room – tabled
- D. Personnel – Hired Adam Will for the custodial position and hired Autumn Deatherage as a seasonal garden worker.

Financial Report

- A. Approval of September expenditures – Teresa Bouton made a motion, seconded by Ellen Cluskey to approve the September expenditures. Roll call: Ellen Cluskey, aye, Teresa Bouton, aye, Diane Smith, aye, Gayle Johnson-Brackett, aye, and Deb Givens, aye. All ayes, motion carried.

- B. Audit and Annual Comptroller's Report – Diane Smith made a motion, seconded by Ellen Cluskey to accept the audit and annual financial report FY17 to the Illinois State Comptroller. All ayes, motion carried.

Directors Report – on file at the library.

Unfinished Business

- A. Princeville Library's 90th Anniversary (est. May 31, 1927) – Press releases for the open house are in paper, web, Facebook, signage, and programs. Will be serving cookies and cupcakes.
- B. Levy Ordinance 2018-4 – Ellen Cluskey made a motion to approve the Levy Ordinance 2018-4, seconded by Teresa Bouton. All ayes, motion carried.
- C. Letter to School – The school indicated that they would provide the bus and driver payment/training for school visit transportation to the library , but we will need to find a driver.
- D. Long Range Planning –Amanda Standerfer will facilitate our focus group this spring
- E. Directors Evaluation – tabled

New Business

- A. Per Capita Grant – Reviewed the FY18 requirements which include some additional continuing education for the board and staff.
- B. Trustee Facts File Chapters 1 – 2 – We reviewed as part of the FY18 Per Capita grant requirements.

Comments to Guide Future Agendas – none

Adjournment – Ellen Cluskey made a motion to adjourn the meeting at 8:12 p.m., seconded by Diane Smith. All ayes, motion carried.

The next board meeting will be held on November 9th 2017 at 7:00 p.m. at the library.

Respectfully submitted,

Deb Givens