

Lillie M. Evans Library District
Meeting of the Board of Trustees
December 8th, 2016 at 7:00 p.m.

The Lillie M. Evans Library Board was called to order at 7:05 p.m. on Thursday, December 8th, 2016 by Vice-President, Ellen Cluskey. Diane Smith, Joanne Cox, Director Beth Duttlinger, Gary Kratzer, Mary Lou Hott, Deb Givens were present. Gayle Johnson-Brackett came at 7:06.

Comments or questions to the Board – none.

Minutes

- A. The minutes from the November 10, 2016 meeting were read. Ellen Cluskey made a motion to accept the minutes, seconded by Mary Lou Hott. All ayes, motion carried.

Correspondence and Communication

- A. Thank you from the Neighborhood House – 700 coat, mittens, and other winter items were given to the Neighborhood House. They appreciated the donation from the library.
- B. John Sayers – There was a retirement article on John Sayers, director of the Kewanee Library.

Committee Reports

- A. Finance
 - 1. Open account at Princeville Community Bank – Diane Smith made a motion, seconded by Gary Kratzer, to open an account at the Princeville Community Bank. All ayes, motion carried. Our President and Treasurer will be the authorized signers on this account.
 - 2. Audit – Mary Lou Hott made a motion, seconded by Joanne Cox to accept the audit and annual financial report FY16 to the Illinois State Comptroller. All ayes, motion carried.
- B. House & Grounds
 - 1. Construction update – Ellen Cluskey made a motion, seconded by Mary Lou Hott to accept the proposal from Zeller Electric for \$12, 333.23. All ayes, motion carried. We are going to switch the windows from the Turner Room to the front room if possible. We looked at the daily report and pictures. See the director's report for more details.
- C. Policy
 - 1. Collection Management Policy – reviewed the draft from and will approve it at our next Meeting.
 - 2. Sexual Harassment Policy – Reviewed the changes and will approve it at our next meeting.

Financial Report

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

Directors Report – on file at the library

Friends of the Library Report – Erin Pulst won the \$25.00 gift card from the Holiday Homecoming.

Unfinished Business

- A. Job Descriptions – Still working on.
- B. Princeville Library's 90th anniversary (est. May 31, 1927) Will be doing a series of programs in May for this celebration.
- C. Local Government Travel Expense Control Act – Resolution No. 2017-6. Gary Kratzer made a motion to adopt the Local Government Travel Expense Control Act – Resolution No. 2017-6, seconded by Diane Smith. All ayes, motion carried.

New Business

- A. Consolidated Election – April 4th, 2017 – Packets need to be turned in next week for the election.
- B. Serving our Public 3.0-Chapter 3, Personnel – We reviewed and met all requirements.

Comments to Guide Future Agendas- none.

Adjournment – Joanne Cox made a motion, seconded by Ellen Cluskey to adjourn the meeting at 8:40 p.m. All ayes, motion carried.

The next meeting will be on January 19th, 2017 at 6:00 p.m. The Joint Board Meeting will be at the Library at 7:00p.m.

Respectfully submitted,

Deb Givens