

10/11/2016

**HPLD BOARD OF TRUSTEES MINUTES**

The Heyworth Public Library District Board of Trustees met October 11, 2016, at the Library with Director Beth Porter and Board members Tami Koch (vice-president), Kathy Moore (secretary), Susan Wagner (treasurer), Kathy Clesson, Michael Lamb, and Kira Stevens present.

**CORRESPONDENCE / PUBLIC COMMENTS**

None

**SECRETARY'S REPORT**

The Secretary's minutes of the September 13 meeting and September 22 Budget & Appropriations Hearing were read, approved and filed for audit.

**TREASURER'S REPORT**

The Treasurer's report was presented with attention brought to out-of-ordinary expenses. In compliance with new rules of procedure, Susan moved that the Board accept the September Payables; Kira seconded. All approved.

Susan then moved that we accept the September Transfers; Michael seconded. All approved.

Discussion was held on how to report financials in the most transparent manner possible, i.e. Consent Agenda, or another manner. Treasurer's report approved and filed for audit.

**PRESIDENT'S REPORT**

None

**TRUSTEE REPORTS**

None

**COMMITTEE REPORTS**

**a. Grounds and Maintenance**

1. The rain barrel project is progressing.
2. Facet Tech replaced the ceiling panel.
3. Trees were trimmed.
4. A key for a cabinet in the Local History Room was replaced and handles installed to make opening easier.

**LIBRARIAN'S REPORT**

(Circulation/Memorials/Status of Passbook and Petty Cash – see attached)

- Beth attended the TIF Hearing-reminds the Trustees that the current TIF will expire in 5 years.
- Circulation for the month was 3215.
- Two books were donated from Nancy Beveridge.
- A 1914 souvenir trinket was donated by Vickie McDonald.
- Inventory and planning for the Winter Read continue.
- RSA training will be held at the Library on Oct. 24.

**OLD BUSINESS / ACTION ITEMS**

1. Illinois Freedom of Information Act: Kathy M. moved to approve the updated version, Susan seconded. All in favor, Act approved.
2. Employee Handbook: Ongoing Review.
3. Levy 16-8: Hearing November 8-Kathy M. moved to approve the Proposed Annual Tax Levy, Kira Seconded. All approved.
4. Meeting Dates: Ordinance 16-7: Review revealed a conflict with April date, Will postpone vote to November meeting.

**NEW BUSINESS / DISCUSSION ITEMS**

1. Proposed Consent Agenda-Review and Research
2. Self-Insurance Reserve Fund Ordinance-Consider
3. Working Cash Fund Creation Ordinance-Consider
4. Review Comptroller's Report

Meeting adjourned.

Next meeting will be November 8, 2016.

*Kathy Moore*

Kathy Moore, Secretary  
Heyworth Public Library District

- MINUTES approved on this date: November 8, 2016
- MINUTES approved with amendments stapled to this copy on this date: -----