

Minutes
September 15, 2015
HEYWORTH PUBLIC LIBRARY DISTRICT

The Heyworth Public Library District Board of Trustees met September 15, 2015 at the Library with Director Beth Porter and Board members Dennis Lawyer (president), Kathy Moore (secretary), Susan Wagner (Treasurer), Cathy Clesson, Michael Lamb and Kira Stevens present.

Correspondence/Public Comments:

None

Secretary's Report

The Secretary's minutes of the August meeting were read and filed for audit.

Budget and Appropriations Ordinance 15-4 Hearing

No members of the public in attendance. Discussion was held on how best to clarify monies allocated and dispersed in the accounting portion of the ordinance. Kathy M. made a motion to accept the proposed Budget Ordinance; Susan seconded and all approved (Tami Koch absent). Motion passed.

Treasurer's Report

The Treasurer's report was presented with attention brought to expenses for VISA for DVD purchase, #7820 to EBSCO- magazine subscriptions, #7822 to Staples, #7824 to Michael Lockett, and #7825 to the Buzz for printing. Petty Cash totals \$204.

A CD matured at First State Bank in the amount of \$14,318 and will be moved to CEFCU earning 0.85% interest. Another will mature soon in the amount of \$48,497 and one at the end of Sept. for \$22,000-all will be located at CEFCU in order to preserve totals which are FDIC insured.

Treasurer's Report approved and filed for audit.

President's Report

Dennis read a letter posted by Lisa Madigan regarding Ethics Ordinance 15-10, explaining that is recommended that Library Boards establish Ethics Review Boards/ Advisors, but it is not required and may be difficult for smaller District Libraries.

Dennis moved to adopt sections 1, 5, 10 and 25, excluding sections 15 and 20 of the proposed Ordinance; Kira seconded, all in favor (Tami K. absent). Motion passed.

Trustee Reports

Susan explained a request to add direct deposit to payroll checks and that the Bank will charge a fee of \$36. Kathy M. made a motion to pay the fee and start the process, Cathy C. seconded, motion passed.

Committee Reports-Grounds and Maintenance

- a. Two lights will require new ballasts.
- b. Thank you to Rodney Urban for hanging the outside Fall banner.
- c. Beth has been cleaning/ reorganizing and will be putting some shelves on "silent auction".

Librarian's Report

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

The Librarian's report showed 3061 items circulated for the month of August, and two books donated, as well as monetary donations from Daniel and Marilyn Carroll.

A new clerk has been hired for the Library, work continues on culling unused materials with many donated to the Danville VA hospital. A staff meeting will be held at the end of the month to review job descriptions.

The Board reviewed Chapter 3 of **Serving Our Public 3.0: Standards for Illinois Public Libraries**.

Old Business/Action Items

1. Conduct Ordinance 13-5—Kira moved to accept the proposed Ordinance, Susan seconded, motion passed. Ordinance will be posted 9/16/2015.
2. Review and Update FOIA policy—Budget amount of \$288,879 will be included. Susan moved to accept, Kira seconded, all approved. Motion passed.
3. Patron Confidentiality Ordinance 11-6—Kathy M. moved to accept the presented Ordinance, Kira seconded, all approved. Motion Passed.

New Business/Discussion Items

1. Review Proposed dates for 2016, Trustees were asked to check vacation schedules with consideration for the importance of attendance in September and November.
2. Discuss Levy 15-8 which will be voted on at Hearing on Nov. 10; we will be looking to establish an account to handle the Social Security Fund, and to look into scheduling an audit.

Meeting adjourned.

Next meeting will be October 13, 2015.

Kathy Moore, Secretary

Meeting adjourned.

Kathy Moore, Secretary