

6/12/2018

HPLD BOARD OF TRUSTEES MINUTES

The Heyworth Public Library Board of Trustees met on Tuesday June 12, 2018 at the library with Director Beth Porter and board members Dennis Lawyer (president), Kathy Clesson (vice president), Kira Stevens (substitute secretary), Mike Lamb (treasurer), and Amy Roehrig present.

Absent: Kathy Moore, Tami Koch

CORRESPONDENCE | COMMUNICATIONS | PUBLIC COMMENTS

The board received a letter from the Heyworth Railroad Museum thanking the board for the library's book donations in support of their quarter auction.

SECRETARY'S REPORT

The minutes of the May 2018 meeting were read, approved and filed for audit.

No closed meetings were conducted during the past 12 months; therefore, no closed sessions were required for review.

TREASURER'S REPORT

The treasurer's report for out-of-ordinary expenses for June 2018 included transaction #8246 to JKE Heating, Cooling and Plumbing LLC to repair the water fountain, and #8250 to Cody Tree Service to trim trees and remove one tree, both from the General Fund. Transaction #126 from the Special Reserve Fund was to Action Roofing, Inc., for skylight repair; and #133 from the Gift Fund was to Amazon.com for staff t-shirts for the summer reading program.

A.Roehrig moved and D.Lawyer seconded a motion to approve all cash transactions for the preceding month. The motion passed unanimously.

K.Clesson moved and A.Roehrig seconded a motion to approve all June transfers. The motion passed unanimously.

PRESIDENT'S REPORT

None

TRUSTEE REPORTS

K.Stevens is in process of seeking out and reviewing an online educational opportunity focusing on meeting the needs of patrons with challenges or disabilities, as well as reviewing the website of the Secretary of State's Illinois Veterans' History Project. She will present a summary of the information to the Board at the July 2018 meeting.

COMMITTEE REPORTS

Grounds and Maintenance

Orkin Pest Control's report of carpenter ant infestation in the library was presented to the board along with a plan for treatment and associated cost estimate. The Board directed B.Porter to retain the services of Orkin as soon as possible.

There were no other committee reports.

PER CAPITA REVIEW

A.Roehrig will review chapters 8 and 9 of the Trustee Facts File, Third Edition and summarize the information to the board during the July meeting.

HEYWORTH PUBLIC LIBRARY

113 E. Main St. Heyworth, IL 61743 • 309.433.2110 • heyworthpubliclibrary.org

LIBRARIAN'S REPORT OF PRECEEDING MONTH

The librarian's report of circulation, memorials is attached.

In addition, B.Porter reported anticipating no roll-over of vacation/discretionary hours for herself or the assistant librarian.

OLD BUSINESS | ACTION ITEMS

- Discussions of the FY18/19 budget continued.
- D.Lawyer moved and A.Roehrig seconded a motion to use Insurance Levy funds to pay 10% of the Director's salary and janitorial wages for safety purposes.
- A discussion of the Illinois Non-Resident Program charge for FY18/19 occurred. K.Clesson moved, and D.Lawyer seconded a motion to set the rate at \$88 for the upcoming fiscal year. The motion passed unanimously.
- A discussion of the prevailing wage Ordinance 17-9 for FY 18/19 occurred. K.Clesson moved and D.Lawyer seconded the motion to approve the ordinance as presented. A roll call vote was conducted.

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|--------------------|---------------|
| ○ D.Lawyer (Pres.) | Y |
| ○ K.Clesson (VP) | Y |
| ○ K. Moore (Sec.) | Absent |
| ○ M.Lamb (Treas.) | Y |
| ○ Kira Stevens | Y |
| ○ Amy Roehrig | Y |
| ○ Tami Koch | <u>Absent</u> |

Total Votes 5

NEW BUSINESS | ACTION ITEMS

A review of the Board of Trustees Bylaws was presented. No changes are being recommended. Furthermore, reviews of the Ethics Policy, Special Reserve Ordinance 11-1 and Special Reserve Ordinance 13-2 were conducted.

MEETING ADJOURNED at 8:08 pm.

The next meeting will be July 10, 2018



Kira Stevens
Board Secretary (substitute)
Heyworth Public Library District

- MINUTES approved on this date: July 10, 2018
- MINUTES approved with amendments stapled to this copy on this date: _____