

Heyworth Public Library District

119 E. Main Street/PO Box 469 Heyworth, IL 61745/Ph. (309) 473-2313

July 9, 2019

- A. All citizens are invited to the Heyworth Library Board meetings. Regular meetings are held at 7:00 pm on the 2nd Tuesday of each month (no Dec. meeting).

- B. Call to order – 7:00 p.m.
- C. Roll Call of Trustees
- D. Correspondence, Communications, and Public Comments
- E. Secretary’s Report, Kira Stevens
 - a. Read and approve minutes of previous month’s board meeting.
 - b. Conduct Secretary’s Audit and file with State Librarian.
- F. Treasurer’s Report, by Michael Lamb
 - a. Status of Funds
 - i. Approval of Payable and Transfers
 - ii. Vote to move 10% of Director’s Salary and 10% of Janitor’s salary from Insurance Levy to General Fund. (table until August meeting)
 - iii. Vote to move unexpended General Fund revenue from FY 18/19 to the Special Reserve. (table until August meeting)
- G. President’s Report, Dennis Lawyer
- H. Reports from Trustees
 - a. Kathy Clesson, Vice President
 - b. Tami Koch
 - c. Lisa Shaffer
- I. Trustee Per Capita 2019 (table until August)
 - a. Review Per Capita Trustee and Staff assignments
- J. Grounds and Maintenance:
 - a. Roof Repair - estimate and proposal
 - b. Siding updates

- c. Discussion of drinking fountain –
 - i. The water fountain is now continually shooting over the basin.
Decide on what type to get quotes on – same model type and bottle water?
 - d. Wood trim molding needs to be replaced around new children’s shelving.
The molding that was removed is in office.
- K. Librarian’s Report of preceding month:
- a. Circulation and discussion of data and statistics of library usage.
 - b. Gifts/Memorials –
 - i. Other Items of Interest
- L. Old Business (Action Items)
- a. Budget Discussions – Adopt tentative budget to make available for public viewing and notice in the paper.
 - i. Publish in Heyworth Buzz public notice of Budget & Appropriation (19-4) hearing Notice on July 25, 2019
 - ii. Notice in paper will be on Aug 1, 2019.
 - iii. B & A Hearing set for Sept. 10, 2019
 - b. Review Board of Trustees Bylaws
 - c. Review Ethics Policy
 - d. Review Special Reserve Ordinance 11-1
 - e. Review Special Reserve Plan Ordinance 13-2
- M. New Business (Discussion Items)
- a. Updates to Disaster Plan (table until August meeting)
 - i. Insurance Policy #'s
 - ii. Board Members, Staff, and phone tree
 - iii. Review Investment of Public Funds Policy
- N. Adjournment
- a. Next Meeting, Tues., August 13, 2019.