

Henderson County Public Library Board of Trustees

July 8, 2019

President Russell called the meeting to order at 5:00 p.m. Present were Bates, Eisenmayer, Pullen, Roessler, Russell, Director Smith and Accounting Clerk Hilligoss. Fisher and Painter were excused.

Roessler made a motion with a second by Bates to approve the June 3, 2019 board meeting minutes with corrections. The corrections are staff salary raises approved were: 3% raise for: Smith, Hilligoss and Allaman. Baker, Cassidy, and Gillam were raised to the \$9.25 per hour. Motion carried.

Financial Report: Current assets are \$222,980.55. Expenses for June were \$22,817.39. Income for June was \$969.88. Raritan CD balance \$54,138.57. Casey State Bank CD #1 balance \$51,544.55. Casey State Bank CD #2 balance \$50,940.77. Prop A: Eisenmayer moved with a second by Pullen to approve the financial report. Roll was called and motion carried.

Circulation: Library checkouts	5392	Bookmobile checkouts	1094
Interlibrary loans in	337	Out	336
Total circulation for June	6486		
E-books checkouts	149	E-read Illinois checkouts	18
Library attendance	1253	Bookmobile checkouts	324

Russell and Bates picked up copies of prior year's secretary minutes to be reviewed. They will give a report at the August board meeting.

Director Smith shared with the board the Webinar sponsored by RAILS taught by HR Source that she attended on June 29, 2019. Topic of Webinar was "Strategies for Minimum Wage Compliance and Other Wage and Hour Updates.

Debbie Gillam wants to leave employment at the library in the future.

Job Description was changed from High School Shelver to Shelver.

West entry windows and caulking of all others except the east windows by Burlington Glass will start soon.

Michael Bohnenkamp with Stone Hayes Association preformed the following Handicapped Accessibility check for the Rural Development Grant. Accessibility Self-Evaluation for Structural Barriers, Non-Architectural Barrier Self Evaluation Guide, and Accessibility Transition Plan – there are none. Three air conditioner units were ordered from Brockway. Attorney fees for the Rural Development Grant are \$960.00.

The Annual Audit by Cavanaugh, Davies, Blackman and Cramblet of Monmouth, IL. is scheduled for July 2019.

The library purchased 4 PCU's from CCS for \$645.00 each and a Brother Black Ink Printer from CCS for \$250.00. The reason for these purchases is because Microsoft will no longer provide security updates or support for PC's running on Windows 7 after January 14, 2020.

Director Smith with the approval of Russell and Pullen, ordered the 8 LED outside lights. The lights are on back order and will be shipped to the library the second week of July. The cost for the outside LED lights is \$149.00.

Director Smith gave information on RAILS Find More Illinois which is a resource sharing opportunity. Implementation fee is \$100.00 and the annual membership fee is \$400.00. Decision to join was tabled.

The End of Summer Reading Party will be Saturday July 20, 2019. Bates, Eisenmayer, Pullen, Roessler and Russell volunteered to help serve the lunch.

Director Smith shared the HR Source 2019 Library Survey Report with the board.

On Tuesday July 2, 2019 from 8:30 a.m. to 11:30 a.m. applications were taken, with the assistance of a recruiter, to perform the US Census 2020. On Wednesday September 18, 2019 the recruiter will be at the library again from 9:30 a.m. to 11:30 a.m. to take applications again.

Illinois Library Association Annual Conference will be held at Tinley Park, IL on October 22 thru 24, 2019. Director Smith is registered and will split the cost of the hotel with Carthage Public Library.

Other –

- 6-4-19 – Tuesdays make-it take-it crafts, storytime and Rhonda Olson from Rhonda's Greenhouse & Gifts in Oquawka brought marigold, and potting soil in pots for the children to plant a flower – 70 kids.
- 6-5-19 – Held first movie day with 0 in attendance.
- 6-6-19 – Kids movie day with 12 in attendance.
- 6-9-19 – Director Smith & Cassidy took the Bookmobile to the Fairview Acres Barn open house from 1 pm – 6 pm. Sarah gave tours of the bookmobile and Smith handed out library bookmarks. We registered 3 new library cards. We set up a table with library brochures, bookmobile schedules, summer reading and movie lists.
- 6-11-19 – 100 Kids made stepping stones, Gladstone Health Dept. crafters brought succulents for the children to plant and take home, they had 70 children. Along with storytime.
- 6-18-19 – Anna Damos, Illinois Ag in the Classroom coordinator presented a program to the children "Grow It Corn".
- 6-25-19 - Five ladies from Flying Hooks and Needles brought several items they have made and items they are working on to show the children.

- 6-26-19 – Roessler brought in the engraved name plate to be placed on the flag stained glass picture in memory of Art Kane.
- Putnam Museum Pass can now be checked out for 7 days, holds can be placed in Workflows.
- Julie's Little Library to be placed in Stronghurst.
- Purchased t-shirts for summer reading to tie-dye from Goff Screen Printing.

Meeting adjourned at 6:40 p.m.

Next meeting is August 5, 2019 at 5:00 p.m.

Respectfully submitted

Sharon Eisenmayer, Secretary