

Lawrence Public Library Board of Trustees Meeting
Regular Meeting, 7 p.m./Public Library
Date: 08/16/2016

The Lawrence Public Library Board of Trustees met for its regular monthly meeting. President Marilyn Wagner called the meeting to order at 7:00 p.m. Board members present were: Marilyn Wagner, Mike Neal, Cyndi Hays-Morris, and John White. Absent: Luanne Negley, Susan Moore, and Sue Schultz.

- I. Recognition of Visitors
 - A. Carol Hutchinson (library assistant), Terrie Tucker (library director)
- II. Approval of Minutes
 - A. Motioned by John and seconded by Mike to accept the July minutes. Passed.
- III. Financial Report
 - A. Accountant's Report—the report did not include the updated budget figures.
 1. \$435 repairs was for lift repair and Vanguard
 - B. Claims
 1. No corrections or additions
 2. Motioned by Mike and seconded by John to pay claims. Roll call vote passed.
- IV. Director's Report
 - A. Submitted/discussed by Terrie Tucker
 1. 3M service checkouts went up
 2. All three computers have been ordered. Mike from Lazerware was at the library today and installed one of the computers. He will install the second one next week, with the patron computer last (he can only do one at a time).
 3. Lawrence Township fund for replacement taxes--\$2076.47.
- V. Youth/Programs Director's Report
 - A. Dianne was on vacation—Terrie reviewed her report
 1. The Smithsonian "Waterways" exhibit—the Library is a sponsor. Three of their programs will take place in the basement of the Library.
 2. The Library's "Emma" program is in September.
- VI. Unfinished Business
 - A. Building committee report
 1. A letter and check was received from the insurance company (Easter storm) for cost less depreciation and deductible. If the work is completed, the library will need to pay the difference (\$1000). We will be able to get back the depreciation cost after the work is completed. The full cost is \$3997 and the check was for \$2237. Jim Ralston gave the bid for the work.
 - a. Cyndi motioned to complete the work. Mike seconded. Roll call motioned passed.

B. Inside Window Replacement Discussion

1. There are 41 outside windows. In 2010 a repair type window project was completed, but now there are problems. Tim Raibley, with ADG (architectural firm in Mt. Carmel) may have a plan—he will come and talk to the board next month.

VII. New Business

A. Approval of proposed FY2017 Operating Budget

1. Next month will be the public hearing
2. A notice will be put in the paper for the public hearing at 6:45 pm on September 20th.
3. Mike moved we approve the budget as submitted to go before a public hearing for approval in September. John seconded. Roll call vote passed.

B. Building & Maintenance (Equipment) Ordinance

1. Will Gibson informed we have to pass this ordinance. It will then be put in the newspaper and the public will have 30 days to review.
2. Mike moved we adopt Ordinance 20-16-3 for a building and maintenance fund levy. John seconded. Motion passed.

C. New Thermal Receipt Printers

1. Information was given on a printer for \$289.99 plus shipping. It is a thermal printer and Terrie is requesting two printers. The thermal printers are a lot quieter plus ink is not required. It uses special thermal paper instead, which costs slightly more. This is a printer for checking in and out book receipts.
2. Mike motioned we purchase two Epson High-Speed Thermal printers at \$289.00 each plus shipping. John seconded. Roll call motion passed.

D. Question from a Patron

1. A patron asked Mike if the charge for copying to a jump drive is to be charged the same as a paper copy (which is 10 cents a copy). He has been paying the fee on the honor system.
2. It was discussed we should possibly update the policy manual.
 - a. This would fall under the Operations Committee. These members are Mike, Cyndi, and Sue.
 - b. Terrie will email a link to references through the Illinois State Library for templates for policy manuals.
3. A one-time fee was discussed for those who print to a flash drive. It was also discussed to let it be a free service. The committee will decide.

E. Enrollment in the Chamber of Commerce Electricity Buying Group

1. This is for businesses only. Negotiations are underway for a bulk electric supply rate. The chamber group would go with the cheapest electric contract each year. The bill would still come from Ameren. The guy in charge wants to come to discuss this with us. We are not bound into anything at this point. Mike will check further.

F. Dianne's health insurance—she is asking the library to contribute to her health insurance. Her individual portion is \$118.45. The total is \$236.89 (that is for both Dianne and Ed). However, we need clarification because the receipt looks like the monthly charge may be less. Terrie will ask Dianne to bring in another receipt for comparison. Terrie reported the cap for paying insurance for full-time employees is \$6000 per year.

G. Active shooter Training—A reminder to talk to the police Chief about training the staff.

VIII. Other Business—None

Submitted by:

Cynthia Hays-Morris, Secretary