

Lawrence Public Library Board of Trustees Meeting
Regular Meeting, 7 p.m./Public Library
Date: 11/15/16

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, Cyndi Hays-Morris, John White, Susan Moore, Mike Neal, and Sue Schultz. Absent: Luanne Negley

- I. Recognition of Visitors
 - A. Terrie Tucker (library director), Bill Richardson from the Daily Record, and Dave Weger, accountant.
- II. Approval of October Minutes: John motioned, Sue seconded to approve the October minutes. Motion passed.
- III. Financial Report
 - A. Accountant's Report presented by Dave Weger
 1. We received a refund from insurance that was used to offset some expenses. It may have been from storm damage in March.
 2. We have received over half of the tax money. We have approximately \$70-80,000 to come in.
 - B. Claims
 1. We had to have a new fax machine (old one 11-12 years old) and a new laminator (used quite a lot).
 2. No additional claims or changes.
 3. Mike moved to approve the claims of November 2016. John seconded. Claims were approved with a roll call vote.
- IV. Director's Report
 - A. Presented by Terrie Tucker
 1. E-Book Consortium name change. It is now "Cloud Library".
 2. Joyce had her surgery and is doing well. She spent a day in the hospital. Terrie sent a small flower arrangement from the board and staff. A thank you note was received.
 3. As noted above, two office equipment purchases were made
 4. The new computers are installed and doing well.
- V. Youth/Programs Director's Report
 - A. Presented by Terrie Tucker for Dianne Brumley
 1. Debra Ann Miller (historical women of letters) will present a portrayal of Mary Todd Lincoln on 4/19/17 (tentative)
 2. The Friends of the Library will have their mini book sale/bake sale in February instead of January
 3. Douglas Hart Nature Center from Mattoon will present two children's programs next year. One will be on May 10th and the second in July. One (or both) of the programs will be limited to 50 kids.
 - a. The board questioned—it wasn't clear which program is limited and is that a good plan?

- 4. An updated budget was attached to the report
- B. Marilyn brought up the possibility of having a gingerbread house contest. Any ages would be eligible—families, children, there would be different age groups with prizes.
- VI. Unfinished Business
 - A. John is still working with the siding guys. Jim Ralston is currently working on completing roof projects and so will be at the library after those are finished. John will check with Kull Insurance if there is a time limit to when the work needs to be done.
 - B. ADG is still working on their proposal for the windows.
- VII. New Business
 - A. Ordinance #16-5, for the assessment, levy, and collection of taxes within the corporate limits of the Lawrence Public Library District—Fiscal year commencing July 1, 2016 and Closing June 30, 2017.
 - 1. Dave Weger presented the Levy ordinance. It was increased by 5% (that is the limit). IMRF and the building were increased as well. \$228,000 is the total. It needs to be voted on, approved, and taken to County Clerk
 - 2. Susan motioned we accept the Levy ordinance 16-5 as stated above. Mike seconded. Roll call motioned passed.
 - B. Approval of Travel Expense Resolution to be submitted as a policy in 2017
 - 1. This is required to be passed by the State of Illinois and to be put into the policy manual. It has been made a law that an employee cannot write off entertainment expenses.
 - 2. John made a motion to approve Resolution No. 2-2016—"A Resolution to Comply with the Government Travel Expense Control Act". Susan seconded. Roll call motion passed.
 - C. Staff/Volunteers Christmas Party
 - 1. Susan motioned to allow the staff to have their Christmas Party with a budget of \$250. Sue seconded. Roll call motion passed.
 - D. Marilyn decreed that there would not be a December meeting.
 - 1. John will come in to pay claims.
 - E. Snow removal
 - 1. We will use "Growing Green" (Keith Fisher)
 - 2. They will come after 2 inches of snow. If it snows a lot, they can come more than once.
- VIII. Truth In-Taxation Compliance—no action required
- IX. Other Business—none
- X. Executive Session—not required

Submitted by:

Cynthia Hays-Morris, Secretary