Lawrence Public Library Board of Trustees Meeting
Regular Meeting, 7 p.m./Public Library
Date: October 15, 2019

The Lawrence Public Library Board of Trustees met for its regular monthly meeting. President Mike Neal called the meeting to order at 7:00 p.m. Board members present were: Mike Neal, Cyndi Hays-Morris, John White, Julie Mieure, Janet Faro, Joan Brian, and Deanna Ratts-Boyd. Library director Dianne Brumley was present. Board members absent: none

I. Recognition of Visitors
   A. Steve Anderson (WAKO), Bill Richardson (Daily Record), and Dave Weger (accountant)

II. Approval of Minutes
   A. John moved to accept the minutes as written. Joan seconded. Motion carried.

III. Financial Report
   A. Accountant's Report (Dave Weger)
      1. We received the State of Illinois per capita grant ($21,041.25)
      2. The equipment outlay of $5,146.64 was for the box Tracy Electric put in for the fiber optic line
      3. We should get a property tax payment soon
   B. Claims
      1. Addition to the claims: First Bank Card, $501.44 (office supplies, cost of a seminar)
      2. Janet moved to accept/pay the claims, Deanna seconded. Roll call motion passed

IV. Director's Report
   A. Highlights include:
      1. Microfilm Digitization—the newspapers have been uploaded to our platform. It may be ready for public view by Nov. 1st. Google Chrome or Firefox must be used to access the site. Internet Explorer does not support all the tools.
      2. Friends of the Library made $2,581.72 on their sale.
      3. We will have a scheduled public unveiling of the restored Steele painting on November 17, from 2-3 pm., with refreshments
      4. The library will host a Halloween book giveaway for children on October 31 from 4-6 pm
      5. Lawrenceville Rotary has invited the library to join their service club. Dianne asks that the board consider paying the annual membership fee of $525 for community outreach (approximately $350 for the rest of this fiscal year)
         a. Janet motioned to join for the remainder of the current fiscal year and then review at the end ($350). The motion was seconded and the roll call motion passed.
6. The electric lift is still having problems. John is working with Dianne to try to figure out the problem
7. John reported the tile does not have asbestos

V. Unfinished Business
A. Memorial Page for Dick Poppe for Newspaper project
   1. We will do some double checking for correct information
B. Per Capita Grant Requirements
   1. One trustee needs to volunteer to watch a webinar training
      a. Joan volunteered
   2. All trustees need to familiarize themselves with services provided by The Digital Public Library of America
   3. All trustees need to review personnel standards (a handout)
   4. All trustees need to review a packet passed out reviewing several topics including Fundraising, Advocacy, public relations, and others

VI. New Business (None)
VII. Truth In-Taxation Compliance (not required)
VIII. Other Business
   A. Insurance issues—some safety requirements
      1. We have paid our insurance and have a policy
      2. They want us to make some changes
      3. Dianne will talk to Roger about the requirements and find out if they are mandatory or just recommendations

IX. Executive Session (not required)

Submitted by:

Cynthia Hays-Morris, Secretary