

Talcott Free Library Board Meeting
April 3, 2017
7 PM

Mission Statement: The Talcott Free Library District provides current materials in a variety of formats and preserves local history, supports educational endeavors, and supplies community information.

Present: Baines, Bailor, Butler, Eggers, Mohring, Zimmerman, Gove

Absent: Kovanda

Visitor: Emily Burke, candidate for library board

President Butler called the meeting to order at 7:05 pm.

Public Comment: None

Secretary's Report: Mohring moved to approve last month's minutes seconded by Baines. Approved.

Treasurer's Report: Gove reported on the activity for the month of March. Nothing out of the ordinary to report. Zimmerman moved to approve the report, seconded by Mohring. Approved.

Librarian's Report: Gove reported that we received a little of our property replacement tax. Expenditures look high due to three weeks of payroll in March. Annual fees for magazines were also paid. Mohring moved to approve the librarian's report and pay the bills, seconded by Bailor. Approved.

We have received \$100 in computer settlement. A representative for Gordon-Fleisch suggested replacing our patron copiers, printer and fax machine. We are paying way too much for what we have now. Copiers are old and cost more to maintain. Three of the machines will be replaced with one that is a combined machine and then one copier in the entrance area for public use. Legal Shield is a benefit that some of the staff has signed up for. It is a legal and identity theft protection service. They pay a fee out of their paycheck which gives them access to any type of legal representation. Quite a few village employees use it. Several of the staff members elected to sign up for this service; monthly payments will be automatically deducted from their pay checks.

Building and Grounds Report: Parking lot repair will take place sometime in May. IDOT came today per Kovanda's request to document the condition of the foundation of the library while they are using the easement during road construction.

Old Business: On the matter of redesigning the library website, there is only a small difference in cost between the two proposal's received (Peter Caton and Rycom). Peter will have to be involved in some way if Rycom is given the business. Peter is not really a web designer but Rycom is. Gove will check with Peter to see if he really wants to do the website or would rather we give it to Rycom.

DairyHaus lease was reviewed by Kovanda and Gove prior to the meeting. Some of the language was changed in the contract to reflect that both land and building are being leased. Mohring moved to approve the amended lease, seconded by Eggers. Approved.

New Business:

Prevailing wage survey received in mail. Gove just needed to complete the survey in regard to who we have contracted work from to make sure they follow the prevailing wage.

Letter of proposal received from auditor regarding this year's audit. Mohring moved to accept the proposal from Quinby and Associates for this year's audit, seconded by Zimmerman.

Approved.

Gove would like to look at a new logo for the library since we will be doing a new website. Laura Hielkema has background in graphic design and would be interested in doing this but would have to work at home. Question of how she would be paid. The possibility of this being rolled into the web design by Rycom (should they end up with the job) was discussed. There was no consensus on whether a new logo was needed. Further discussion was tabled until next month's meeting.

The annual director review was completed. The board gave Gove a satisfactory review along with a 2% increase in pay for her and the library employees, to be distributed as she sees fit.

Gove would like to see if some of our building money could be used to make improvements to the current building i.e. Flooring in staff area, new HVACs, back entrance stairs improved and made more safe, and additional electrical outlets for patrons. Kovanda will be asked to review the stipulations regarding the money we have and if it is earmarked strictly for renovation or can be used for improvements as well.

Zimmerman moved to adjourn, seconded by Baines. Adjourned at 8:43 PM.

The next meeting of the library board will be May 1, 2017 at 7:00 pm.