

Talcott Free Library Board Meeting
August 7, 2017
7:00pm

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: Bailor, Burke, Garlow, Gove, Kovanda, Zimmerman

Absent: Baines

Visitors: Alicia Ragaller

Meeting called to order at 7:04 by Kovanda and budget hearing opened. Budget hearing closed at 7:05pm 1st by Zimmerman second by Garlow. No public present

Public Comment: none

Secretary's Report:

- Bailor moved to approve July 2017 meeting minutes, seconded by Garlow. Minutes approved
- Confirmation of Secretary's Audit, Bailor and Kovanda reviewed sites and made sure all of the reports were listed for the public. Both approved the audit and agreed for Gove to electronically sign for them.
- IPLAR: Need to review the report. Gove will review and sign digitally for president Kovanda and Secretary Burke to which they agreed. Due date for IPLAR is 9/1/17.

Treasurer's Report:

- Influx of cash due to receiving income from property tax. Bailor moved to approve the Treasurer's Report, seconded by Burke. Approved
- Budget and appropriation levy: Garlow moved to approve, seconded by Zimmerman. Approved. Budget was posted in the paper and made public in the lobby at the library as well. Now that it is approved, entire budget will be published in the paper for the public.

Librarian's Report

- Approval of bills and payments: Replacement and property tax received in July. A new budget worksheet has been created. IMRF increase was reviewed and found that it had actually increased in January. Down payment on website and monthly payment for insurance was paid out. Burke moved to approve bills and payments, Garlow seconded. Approved
- New copier machine: Arrived, installed and working well. Staff is being trained on the different options it has. Toshiba is still being used at this time until change machine can come off of it.
- Summer Reading Program ended 8/4/17. Children's program had 478 sign-ups with 250 completing the program. Both of these numbers are approximately the same as last year. Recorded about 4500 books read by children on their own. Each weekly program had about 60 children in attendance. 200 people attended the pizza party on 8/3/17. Total cost for the summer reading program covered by the Talcott Free Library, including children, YA and adult programs, was \$715. The rest of the amount was covered by sponsors.
- Talcott Pedigree: Three copies of the Talcott Pedigree Books are currently on file. The actual Talcott Family had a reunion and came in the library and requested we donate one of the books. They plan to auction the book at their next family reunion and will donate the proceeds back to

the library. It was agreed that the 1899 Talcott Pedigree book would be the one donated. Burke moved to donate the 1899 Talcott Pedigree Book, Zimmerman seconded. Approved

- Christmas Eve this year is on a Sunday. The library is usually closed on Christmas Eve and pay Holiday time to staff. However, on a Sunday the library is not open. Gove asked for direction on how to proceed, to take a floating holiday, to take Saturday off or to take Friday off. Garlow moved to approve the library being closed on December 23, 2017. Zimmerman seconded. Approved

Buildings and Grounds Report:

- Never heard back from Brian Elmer and cancelled requests for water spigot and thermostat. Still giving him time to give us an estimate for electric.
- Warren plumbing is working on replacing the water spigot and are currently waiting on parts.
- 7 Service Co. will be replacing the thermostat and Do Not Enter sign in the parking lot.
- Roof leak: HC Anderson came and reviewed the roof. They found seven small cuts on the roof. HC Anderson believes that the cuts were caused by a loose Christmas light wiring. Rockton Village was contacted, they referred Gove to Pro-Electric to try and determine where the loose string of lights came from. Tried to find out who or how the damage was occurred, but was unsuccessful and unable to get any liability established. The library will be responsible for the costs and the bill is forthcoming.

Old Business

- Engberg Anderson is still working on getting new estimates.

New Business

- Sale of fax machine and black and white copy machine. Gove would like to put the objects up for sale. Board approved to put both fax machine and copier up for sell.
- Traffic lights petition group has contacted the library for public support of no lights at the intersection. Kovanda mentioned that the library is already on record with the state opposing the traffic lights and advised to have the petition group refer to that decision.
- The visitor Alicia Ragallar expressed interest in joining the Talcott Free Library Board. This will be added to the agenda for the next meeting on 9/11/2017.

Meeting adjourned at 7:48pm. Motioned by Zimmerman, seconded by Burke. Approved

Next Talcott Free Library Board meeting will be on 9/11/17 at 7:00pm

Respectfully,

Emily Burke
Secretary