

Talcott Free Library Board Meeting
July 10,2017
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, Baines, Burke, Garlow, Gove, Kovanda, Zimmerman

Absent: N/A

Visitors: Alicia Rodriguez, Michelle Anderson, Alexandra Ramsey

Public Comment: None

Visitor Presentation: Alexandra Ramsey from Engberg Anderson came by to review the expansion plans. Original estimate was done in 2012/2013. Current expansion plan includes new bathrooms, updated meeting space, play room, teen area, a tech study, new shelving and furniture. Project was originally estimated at \$1,111,500. Due to escalation project is now estimated to be \$1,238,544. In order to move forward with project but stay within financial means, it is being considered to break the remodel into parts. Moving forward, Engberg Anderson will be gathering quotes and prices to try and break down what could be done with the funds that are available now. They will be in continued contact with Gove over the next couple of months.

Secretary's Report: Garlow moved to approve last month's minutes, seconded by Zimmerman. Approved.

Treasurers Report: Zimmerman moved to approve the treasurer report, seconded by Garlow. Approved. The request for approval of notices for budget and appropriations was brought forward. Baines moved to approve the notice for budget and appropriation, seconded by Bailor. Approved. Request to approve building and maintenance fund levy was brought forward. Baines moved to approve the building and maintenance levy, seconded by Bailor. Approved.

Librarian's Report: IMRF appeared to go over budget. It was requested that Grove look into the reason and report back. Garlow moved to approve the bills and payments. Seconded by Zimmerman. Approved

A letter from NSLD was received requesting that libraries in the district make a final decision on which integrated library software they wish to use. An updated system is necessary and if a decision is not made within the year NSLD will no longer be the go-between for the libraries to NIC (Northern Illinois Cooperative).

Gove completed the Directors University held in Springfield for four days. She will be going over new possible policies and updates over the next year.

Buildings and Ground Report: No update from contractor for estimates for the water spigot or thermostat. Gove will try to reach out this week, otherwise will be looking into other contractors to come in and provide estimates.

A roofing company came and looked at water spots on the ceilings, turned out to be debris on the roof. This was cleaned off and no longer an issue. They also provided information for an NIR membership.

Old Business: Discussion on which copier contract to go with continued. Needed to choose between a refurbished Toshiba or a new Cannon. After five years the machine would be owned by the library. The age of the Toshiba is unknown but its records on printing jobs do show quite a bit of use. For this reason, it was determined the Cannon would be a better option. Garlow moved to approve the contract with the new Cannon copier/printer. Burke seconded. Approved.

Discussion on which backup system to use was also continued. Needed to choose between tape system or a Cloud system. It was determined that the tape system is becoming obsolete. The Cloud back up system is more relevant and easier to use now and for the future as well. Zimmerman moved to approve the purchase of the Cloud back up system. Burke seconded. Approved.

New Business: There are two board member training opportunities coming up in the fall. Board Member Basics is on Saturday August 5, 2017 in Hinckley. Library Law and Finances is on Saturday October 21, 2017. Additionally, bank paperwork for the newly elected positions was completed.

Zimmerman moved to adjourn the meeting at 8:29pm, seconded by Baines. Approved.

The next board meeting will be held on August 7, 2017 at 7:00pm

Respectfully,

Emily Burke
Secretary