

Talcott Free Library Board Meeting
June 5, 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, Kovanda, Maine

Absent: Zimmerman

Visitors: n/a

Meeting was called to order at 7:05pm

Public Comment: None

Election of Officers

- President: Burke moved to appoint Gary Kovanda as President, seconded by Bailor. Approved.
- Vice President: Kovanda moved to appoint Michael Bailor as Vice President, seconded by Baines. Approved
- Secretary: Kovanda moved to appoint Emily Burke as Secretary, seconded by Baines. Approved
Terrie Garlow sworn into office by Burke.
- Treasurer: Bailor moved to appoint Terrie Garlow as Treasurer, seconded by Baines. Approved

Secretary's report: Burke moved to approve last month's minutes, seconded by Baines with change to attendees, adding Kovanda as present and moving Garlow to Visitors. Approved.

Treasurers Report: Maine presented further information regarding paying funds back into the working cash fund. It has been concluded funds do not have to be paid back into the working cash fund at this time. Garlow moved to accept the report second by Baines. Approved.

Librarians Report: Between 200-300 participants have signed up for the Summer Reading Program which started May 30, 2017. The theme this year is Reading by Design with an emphasis on STEM. Currently working on getting the Robotics Club to be involved with the program as well. Programs coming up in June include Maggieficnet and STEM for kids. The first installment of property tax funds have been received as well. Garlow moved to approve the report, seconded by Baines. Approved.

Buildings and Grounds:

There is a need to increase outlets for patron use. Brian Elmer has reviewed the building and is proposing to put outlets on the posts in the reference room. He can possibly put some by the fiction and adult section by going through the attic as well. A quote for this project has not been received yet.

Elmer also looked at a water spigot which needs to be replaced in front of the building. The spigot is completely stripped and he will be replacing it as well as some of the piping which is required.

The oldest thermostat, in the reference room, is not working and does not hold settings. Elmer will be replacing.

Unsure if there is rook leak. There is a newly wet ceiling tile above graphic novels. The roofing company are coming to inspect the roof this week.

Parking lot has been repaved.

Old Business: A final decision on the web design project has been reached. Kovanda moved to approve the proposal from Rycon for \$4800, as an all-inclusive price no matter how many hours it takes for the project to be completed. The library will pay 50% upon signing of the contact and 50% when project is completed to the boards satisfaction. Seconded by Burke. Approved.

Bailor moved to approve board meeting dates for the first Monday of every month at 7:00pm with the exception of July 2017, September 2017 and January 2018. The meetings for those months will be July 10, 2017; September 11, 2017 and January 8, 2018. Seconded by Baines. Approved.

New Business:

Contract for copiers is up for renewal. A choice was brought forward between a new Canon contracted by Gordon Flesch for \$139 a month, or a refurbished Toshiba for \$25 a month and contracted by Rockford Business System. The dime patronage copier in the front will be leaving and the copier the staff use now will become the new patron copier with an attached money box. The copier directly behind the desk will be replaced by either the Canon or the Toshiba. After consideration, the board asks for more information in regards to the size of each machine compared to where they will go and why the large difference in price.

Garlow moved to approve the Prevailing Wage Decision, seconded by Baines. Approved.

Burke moved to approve the non-resident library card fees using property tax to determine what the patrons fee would be. If the patron rent instead of own, then the fee would be determined based on percentage of what their monthly rent is. Seconded by Garlow. Approved.

2018 Budget does not need to be finalized and approved until July meeting. Review of Peters notes for the new back-up system is still being debated and a decision between using tapes or cloud has not been reached.

Kovanda moved to adjourn, seconded by Bailor. Adjourned at 8:22pm.

The next meeting of the library board will be July 10, 2017

Respectfully submitted: Emily Burke, Secretary.