

Talcott Free Library Board Meeting
May 1, 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, Garlow, Mohring, Zimmerman, Gove

Absent: Burke

Visitors: Michele Anderson interested in open seat on board

President Butler called the meeting to order at 7:07 pm.

Public Comment: None

Secretary's Report: Mohring moved to approve last month's minutes seconded Zimmerman with change of deletion of oath of office for Baines. Approved.

Treasurer's Report: Nothing unusual to report this month. In the past, we have taken money from working cash to cover the last month of our budget. We typically receive an influx of tax money in May. We owe from general funds into working funds \$39,000 from earlier this year. Gove is unsure if we really have to pay the amount back as we have been using the interest from the working fund account. Gove is unsure what statutes say. She will check with auditors. Our tax money should be able to cover our expenses so we shouldn't have to borrow. Gove is not sure that we really need to borrow any money at this point. New budget will start beginning of July. Zimmerman moved to accept report, seconded by Baines. Approved.

Librarian's Report: We have received some property replacement tax money. The library has received \$2000 as part of a grant that had been applied for by a high school student who wants to have a STEM club over the summer at the library. Gove purchased a robotics kit, laptop and mouse for the club with this money. The club targeted for ages 12-14 over this summer to see how much interest there is. There is the possibility the club could continue during school year if there is enough interest. Zimmerman moved to accept the librarian's report seconded by Mohring. Approved.

Gove has been accepted into the Director's University which is a 4 day conference for library directors in Illinois. RAILS is covering the cost which is \$100 for meals and lodging in Springfield. Jennifer Maine will be acting director during next month's board meeting as Gove will be at this conference. There are quite a few items that will be on the agenda for next month's meeting: Oaths of Office for new board members, election of officers, approval of non-resident tax ordinance, approval of prevailing wage ordinance and the new budget.

The Per capita grant has been received. Gove is unsure when funds will actually come. Library will receive a total of \$10, 697.01.

One of the pages is leaving at end of May. A replacement has already been hired and will be training this month. Dana Peterson will be promoted to circulation manager. Peggy Jencius has completed her project that was 10 hours a month so now those hours will go to Dana. Dana will handle most of the day to day issues, hiring of pages and also take over part of the collection development for adult non-fiction.

Emily, Sarah and Gary will take oath after the 18th of May which requires a notary public.

Building and Grounds Report: Patrons have been asking where there are outlets available for their electronics while working in the library. Mohring suggested having an electrician come in and see if he could offer suggestions on how we could manage providing outlets and keep it up to code.

Old Business: Peter has said he'd prefer not to design a new library website as he is really an IT consultant. Board looked over two quotes by RyCom and Astute/Stateline Technologies. Site would be hosted by either group and there would be a cost per month for hosting which would include updating etc. RyCom would give us the copyright but Astute proposal was not clear on that. Mohring would like copyright issue clarified with Astute and stricken from the proposal before we make a decision. This expenditure will need to be put into our upcoming budget before we can proceed.

The Dairy Haus lease was signed.

New Business: Kovanda proposed that the dates of library meetings be changed as we often have to alter the schedule for holidays that fall on the first Monday of the month. He proposed the third Monday of the month instead which would allow more time for financial information to come through prior to the monthly meetings. However the Friends of the Library often meet on the third Monday but not every month. The new board will consider the proposal and set the schedule for meetings next month.

Gove asked to schedule a meeting date in May with two board members to discuss the new budget. Kovanda, Garlow and Bailor will plan to attend at 10:00 am on May 26th.

Gove asked for suggestions for new trustee orientation from exiting board members. Several suggestions were given; others can be e-mailed to Gove.

Gove contacted Alex Ramsey at architects and updated her on current status of the library project (project is not heading forward) and asked whether it was feasible to just complete the expansion part of the project without completing the inside renovation. We have \$500,000 earmarked for expansion plus \$50,000 from Gale Kiefer for the sprinkler system. However the roof and HVAC will also need to be improved. Gove has not heard back yet.

The Dairy Haus submitted a proposal for making improvements to the property. Zimmerman made a motion to allow improvements as outlined by the owner Brent Murray, seconded by Kovanda. Approved.

Zimmerman moved to adjourn, seconded by Bailor. Adjourned at 8:13 PM.

The next meeting of the library board will be June 5, 2017 at 7:00 pm.

Respectfully submitted: Leslie Eggers, Secretary