

**Talcott Free Library Board Meeting**  
**December 16, 2019**  
**7:00pm**

**Mission Statement:** The Talcott Free Library District is a strong community partner that provides a friendly, safe space for generations young and old to strengthen their knowledge and enrich their lives.

**Present:** Baines, Burke, Kovanda, Floto, Gove, Ragaller

**Absent:** D.Garlow, T.Garlow

**Visitors:** N/A

President Kovanda called the meeting to order at 7:00pm

**Public Comment:** N/A

Guest: Architects from Engberg Anderson

**Secretary's Report:** Ragaller moved to approve the meeting minutes from November 2019. Baines seconded. approved

**Treasurer's Report:** Floto moved to accept the Treasurer's Report. Burke seconded. Approved.

**Librarians Report:** Baines moved to approve the Librarians Report and pay the bills. Kovanda seconded. Approved.

The library programs in November and early December were well attended. In January, a Winter Reading Program will be launched, which will be similar to the Summer Reading Program.

**Buildings and Ground Report:**

Previously, it was approved that Troys Trades LLC would be contracted to fix the cement issue by the back entrance. However, Gove has tried to contact them and has

been unable to reach anyone. Gove will continue to look into other options, but may be limited in the winter months.

The electrical shut off box had a pipe near it that was producing condensation and dripping into the box. Gove is looking into different options and working to find a solution.

**Old Business:**

Floto moved to approve the changes made to the following policies: IMRF, Forms of Disciplinary Action and Grievance Procedure. Burke seconded. Approved

Burke moved to approve the Service Award which gives employees \$50 for every five years of employment. Ragaller seconded. Approved.

**New Business:**

The costs for moving and rewiring technology during the building renovation was reviewed. Gove is working on getting various quotes and looking into different federal funding options.

Floto moved to authorize Gove to go forward with the best possible and most cost-efficient Asbestos and Lead Survey proposal as long as payment will be pursuant to the Illinois Prompt Payment Act. Ragaller seconded. Approved.

Kovanda moved to have Gove submit the FY20 Per Capita Grant application. Burke seconded. Approved.

Burke moved to adjourn at 8:19pm. Floto seconded. Approved.

Respectfully,  
Emily Burke – Secretary