

## **Minutes of the Library Board Meeting November 20, 2017**

The November 20, 2017 Library Board Meeting was called to order at 7:00 p.m. by President Dianne Adkisson. Members present were: Dianne Adkisson, Rosie McKoon, Silvia McMeins, Sandy Wiemann, Elaine Ferguson, Brenda Adkisson, and Jim Hopp. Absent were Pam Knowles and Gwen Krumperman. Also present were staff members Amber Bevier and Alicia LeVesque.

Brenda moved and Rosie seconded to amend the agenda by adding New Business item: Christmas gift for staff. Motion carried. Brenda moved and Rosie seconded approval of the amended agenda: motion carried.

Sandy moved and Silvia seconded approval of the September minutes; motion carried.

The treasurer's report was read by Silvia: a balance of \$62,945.28. Rosie moved to approve the treasurer's report. Jim seconded the motion. Motion carried.

### **Librarian's Report:**

Amber gave the Librarian's Report. Circulation for October 2017 was 1192. Digital Circulation was Overdrive - 43 and Axis 360 - 5. Renewal from RSA catalog was 126. Books borrowed from other libraries (transit to) was 476. Books borrowed from our library (transit from) was 147. Reciprocal Borrows was 1. Visitors to the library was 599 - an average of 23 per day.

### **Old Business:**

- a. Tracy Family Grant - Amber will try to complete the application by the January deadline.
- b. New Board Member - Silvia will be leaving the Board. Amber contacted Julie Johnson. Board directed Amber to contact John with the recommendation to seat Julie as a new board member.

### **New Business:**

- a. Halloween movie - Amber reported the attendance was 182.
- b. Tax Check - Amber reported a tax check of \$5,742.67 was received.
- c. Pageant Concessions Check - Amber reported the pageant check in the amount of \$876.50 was received.
- d. Food Pantry donation for overdue fines - Elaine moved and Brenda seconded a motion to direct Amber to designate two weeks in December to forgive overdue fines in exchange for donations to the Food Pantry. Motion carried.
- e. Cancel Story Time for Winter - The board discussed cancelling Story Time for the months December - March due to low attendance. Elaine moved and Brenda seconded to have only one Story Time per month with Weekly Story Time resuming in April. Motion carried.
- f. Per Capital 2018
  1. The board reviewed and discussed Chapters 1-5.
  2. The Video training for "Trends in Safety and Security for Libraries" has been

completed by staff. Dianne will complete the training on behalf of the board.

3. The board reviewed Chapter 12.

4. The board discussed the Open Meeting Act electronic training.

g. Cookbook - One hundred cookbooks have been ordered and will be in by December 15th. The cookbook price is \$15. The board decided to have an Open House January 20 from 1:00-2:00 to promote the sale of the cookbooks.

h. December meeting - Brenda moved and Rosie seconded to cancel the December meeting. Motion carried.

i. Christmas Gifts for Staff - Silvia moved and Brenda seconded to give the staff the same Christmas present as last year.

**Update from Building Committee**

Elaine and Amber shared the architect's renderings and blueprint for the proposed community building/library.

**Open Discussion**

None

**Next Board Meeting** - January 15, 2018 at 7:00 p.m.

**Adjournment**

Brenda moved and Jim seconded meeting be adjourned. Meeting was adjourned at 7:42

p.m.

Respectfully submitted,

Elaine Ferguson, Secretary

## **Minutes of the Library Board Meeting**

**October 17, 2017**

The October 17, 2017 Library Board Meeting was called to order at 7:00 p.m. by Vice-President Pam Knowles. Members present were: Rosie McKoon, Pam Knowles, Gwen Krumperman, Sandy Wiemann, Elaine Ferguson, Brenda Adkisson, Jim Hopp, and Silvia McMeins. Absent was Dianne Adkisson. Also present were staff members Amber Bevier and Alicia LeVesque. Brenda moved and Rosie seconded approval of the agenda: motion carried. Gwen moved and Sandy seconded approval of the September minutes; motion carried.

The treasurer's report was read by Silvia: a balance of \$55,297,71. Rosie moved to approve the treasurer's report. Jim seconded the motion. Motion carried.

### **Librarian's Report:**

Amber gave the Librarian's Report. Circulation for September 2017 was 1144. Digital Circulation was Overdrive - 62 and Axis 360 - 11. Renewal from RSA catalog was 116. Books borrowed from other libraries (transit to) was 387. Books borrowed from our library (transit from) was 135. Reciprocal Borrows was 1. Visitors to the library was 602 - an average of 24 per day.

### **Old Business:**

- a. Inventory - Amber reported that inventory for the architect is in progress.
- b. Resume Workshop - Oct. 17 - Amber reported there were 3 people at the workshop.
- c. New Building Packet - Amber reminded board members to report any changes or additions which need to be made.

### **New Business:**

- a. RSA Donation - Amber reported that we need to amend the budget to make this payment. She suggested that we move \$500 from Line 23-5680 Special Programs and \$500 from Line 23-6535 Computerization to Line 23-9130 Community Relations. Elaine moved and Silvia

second a motion to do so. Motion carried.

b. New Board Member by January - Silvia reported that she will be moving at the end of the year.

c. Flowers for Dianne - Gwen moved and Rosie seconded a motion to reimburse Elaine \$21.25 for flowers for Dianne. Motion carried. Brenda abstained.

d. Cookbook Title - The board chose the following cookbook title submitted by Pamela

Biesk:

Tried & True

from our

Kitchens in Nauvoo

#### **Update from Building Committee**

No report

#### **Open Discussion**

None

**Next Board Meeting** - November 20, 2017 at 7:00 p.m.

#### **Adjournment**

Brenda moved and Silvia seconded meeting be adjourned. Meeting was adjourned at

7:36 p.m.

Respectfully submitted,

Elaine Ferguson, Secretary

## **Minutes of the Library Board Meeting September 18, 2017**

The September 18, 2017 Library Board Meeting was called to order at 7:15 p.m. by President

Dianne Adkisson. Members present were: Dianne Adkisson, Rosie McKoon, Pam Knowles, Gwen Krumperman, Sandy Wiemann, Elaine Ferguson, Brenda Adkisson, and Jim Hopp. Board member Silvia McMeins was absent. Also present were staff members Amber Bevier and Alicia LeVesque.

Rosie moved and Brenda seconded approval of the agenda: motion carried. Gwen moved and Sandy seconded approval of the August minutes; motion carried.

The treasurer's report was read by Dianne: a balance of \$46,155.75. Sandy moved to approve the treasurer's report. Rosie seconded the motion. Motion carried.

### **Librarian's Report:**

Amber gave the Librarian's Report. Circulation for August 2017 was 1234. Digital Circulation was Overdrive - 43 and Axis 360 - 13. Renewal from RSA catalog was 100. Books borrowed from other libraries (transit to) was 407. Books borrowed from our library (transit from) was 121. Reciprocal Borrows was 3. Visitors to the library was 789 - an average of 29 per day.

### **Old Business:**

a. Tracy Family Big Grant - \$5,000 Amber reported she is going for the January deadline.

### **New Business:**

a. Tax Deposit - Amber reported a tax deposit of \$13,636.20 was received.

b. Inventory - Amber reported she is taking inventory of all library things.

c. Resume Workshop - Amber reported a group in Carthage contacted her and wanted to do

a resume writing workshop for the library. Amber scheduled that workshop for October 17th

from 4:00-6:00 p.m.

d. New Building Packet - Amber encouraged board members to read and make recommendations and/or changes.

Amber asked if we need to keep the microfilm machine after everything is online. Board agreed that we do not.

Amber asked if we need a history corner when we have space? Board agreed we do.

### **Update from Building Committee**

Dianne and Elaine reported on the last meeting with the architect. Elaine will forward a copy of the architect's notes to board members

### **Open Discussion**

None

**Next Board Meeting** - October 16, 2017 at 7:00 p.m.

### **Adjournment**

Rosie moved and Brenda seconded meeting be adjourned. Meeting was adjourned at 7:48 p.m.

Respectfully submitted,

Elaine Ferguson, Secretary

## **Minutes of the Library Board Meeting August 21, 2017**

The August 21, 2017 Library Board Meeting was called to order at 7:00 p.m. by President Dianne Adkisson. Members present were: Dianne Adkisson, Rosie McKoon, Silvia McMeins, Pam Knowles, Gwen Krumperman, Sandy Wiemann, Elaine Ferguson, Brenda Adkisson, and Jim Hopp. Also present were staff members Amber Bevier and Alicia LeVesque. Silvia moved and Rosie seconded approval of the agenda: motion carried.

Silvia moved and Rosie seconded approval of the July minutes; motion carried.

The treasurer's report was read by Silvia: a balance of \$54,389.42. Pam moved to approve the treasurer's report. Gwen seconded the motion. Motion carried.

### **Librarian's Report:**

Amber gave the Librarian's Report. Circulation for June 2017 was 1590. Digital Circulation was Overdrive - 46 and Axis 360 - 27. Renewal from RSA catalog was 199. Books borrowed from other libraries (transit to) was 266. Books borrowed from our library (transit from) was 117. Reciprocal Borrows was 3. Visitors to the library was 998 - an average of 40 per day.

### **Old Business:**

- a. LuLaRoe Sale - Amber reported the library made \$107 + \$15 in donations.
- b. Fundraising Bank Account - The board discussed pageant concessions and decided those dollars would go into the Fundraising Account.

### **New Business:**

- a. Cookbook -
  1. Amber reported that the price of printing has gone up. The board directed her to go ahead with the cookbook.
  2. Amber asked the board to think about a clever title for the cookbook. The board discussed having a contest and the winner would be given a free cookbook. The board directed Amber to go ahead with this.
- b. American Girl Doll Arrival - A donated American Girl Doll has arrived and will be raffled off soon. The board discussed raffling a Lego Set of equal value. A board member offered to donate the Lego Set. The board directed Amber to raffle off both the American Girl Doll and the Lego Set.
- c. Possible donation to RSA - The board discussed a donation to RSA. Brenda moved we donate \$1,000 to RSA. Gwen seconded. Motion carried.
- d. Transfer of funds - Pam moved and Sandy seconded we move \$5,000 from the General Fund to the Building Fund. Motion carried.
- e. Tracy Family Grant - Amber reported we can apply for another grant from the Tracy Family Foundation. The board decided to apply for funds to purchase 5 iPads and several puppets for the library's early childhood program.

### **Update from Building Committee**

Dianne and Elaine reported the City Council voted yes on the plan for us to go ahead with the plans for a new Community Center with the library as one part of that building. A meeting will be held Tuesday, August 22 with the architect.

### **Open Discussion**

The Board discussed holding a rock painting class.

The Board discussed Amazon.Smile and directed Amber to look into it.

The Board agreed to work on the scarecrow at the September meeting.

**Next Board Meeting** - September 18, 2017 at 7:00 p.m.

**Adjournment**

Silvia moved and Jim seconded meeting be adjourned. Meeting was adjourned at 8:14 p.m.

Respectfully submitted,

Elaine Ferguson, Secretary



## **Minutes of the Library Board Meeting July 17, 2017**

The July 17, 2017 Library Board Meeting was called to order at 7:00 p.m. by President Dianne Adkisson. Members present were: Dianne Adkisson, Rosie McKoon, Silvia McMeins, Pam Knowles, Gwen Krumperman, Sandy Wiemann, Elaine Ferguson, Brenda Adkisson, and Jim Hopp. Also present were staff members Amber Bevier and Alicia LeVesque.

Gwen moved and Brenda seconded approval of the agenda: motion carried. Sandy moved and Rosie seconded approval of the June minutes; motion carried.

The treasurer's report was read by Silvia: a balance of \$37,128.48. Brenda moved to approve the treasurer's report. Pam seconded the motion. Motion carried.

### **Librarian's Report:**

Amber gave the Librarian's Report. Circulation for June 2017 was 1847. Digital Circulation was Overdrive - 64 and Axis 360 - 23. Renewal from RSA catalog was 148. Books borrowed from other libraries (transit to) was 393. Books borrowed from our library (transit from) was 113. Reciprocal Borrows was 1. Visitors to the library was 885 - an average of 34 per day.

### **Old Business:**

- a. Tracy Family Grant - Amber reported the rug is here - \$318.85.
- b. Amber reported we need to fill out a registration form for the Scarecrow Project. She will complete it.
- c. Amber reported IPLAR is completed and turned in.

### **New Business:**

- a. Amber reported she paid the RSA membership fee of \$1,352.
- b. Amber reported she paid the RSA ADML (ebooks) \$310.
- c. Amber reported Carol is willing to donate another American Girl Doll for raffle.
- d. Amber reminded the Board of the LuLaRoe Sale - 3:00-6:00 p.m. July 22<sup>nd</sup>.
- e. Board discussed and decided all fundraising money should go into the Building Fund.

### **Update from Building Committee**

Dianne reported an unofficial meeting was held. An official committee meeting will be held Thursday, July 20.

### **Open Discussion**

Amber reported a tax check in the amount of \$22,966.82 has been received.

**Next Board Meeting** - August 21, 2017 at 7:00 p.m.

### **Adjournment**

Brenda moved and Rosie seconded meeting be adjourned. Meeting was adjourned at 7:31 p.m.

Respectfully submitted,  
Elaine Ferguson, Secretary

## **Minutes of the Library Board Meeting June 19, 2017**

The June 19, 2017 Library Board Meeting was called to order at 7:00 p.m. by President Dianne Adkisson. Members present were: Dianne Adkisson, Rosie McKoon, Pam Knowles, Gwen Krumperman, Sandy Wiemann, Elaine Ferguson, Brenda Adkisson, and Jim Hopp. Absent was Silvia McMeins. Also present were staff members Amber Bevier and Alicia LeVesque.

Gwen moved and Pam seconded approval of the agenda: motion carried. Pam moved and Sandy seconded approval of the May minutes; motion carried.

The treasurer's report was read by Dianne: a balance of \$42,633.78. Elaine moved to approve the treasurer's report. Jim seconded the motion. Motion carried.

### **Librarian's Report:**

Amber gave the Librarian's Report. Circulation for April 2017 was 1695. Digital Circulation was Overdrive - 63 and Axis 360 - 44. Renewal from RSA catalog was 137. Books borrowed from other libraries (transit to) was 422. Books borrowed from our library (transit from) was 103. Reciprocal Borrows was 1. Visitors to the library was 777 - an average of 30 per day.

### **Old Business:**

- a. Books at Elementary School - Amber reported they are finally gone and thanked Pam.
- b. Amber reported that Quincy is no longer doing the outreach program.
- c. Amber reported that she posted the agenda on the website Friday, June 16.

### **New Business:**

- a. Amber reported that she had a Pageant Concessions Sign-Up sheet and asked those who are interested to please add their names.
- b. Amber reported that we have receive \$700 from the Tracy Family Grant. Elaine moved and Rosie seconded that we purchase a children's area rug for the children's area. Motion carried
- c. Dianne reported on the Scarecrow Project. Pam agreed to chair a committee for the project. Brenda, Dianne, Gwen, Elaine, Jim, and Sandy agreed to help.
- d. Amber reported that the library will be holding a book signing July 29<sup>th</sup> from 10-2. Randall Soland will be signing his book *Utopian Communities of Illinois: Heaven on the Prairie*.
- e. Amber reported that we needed to pass the Prevailing Wage Ordinance. Dianne read the ordinance; Pam moved and Gwen seconded the motion to pass the ordinance. A roll call vote was held: Ayes - Dianne, Rosie, Pam, Gwen, Sandy, Elaine, Jim, Brenda; Nays - No one. Absent - Silvia. Motion carried.
- f. Amber reported that the president and secretary needed to sign the Approval of IPLAR.

Dianne and Elaine signed.

### **Update from Building Committee**

Elaine reported that she had heard from Larry, but still no Building Committee meeting has been called. She and Gwen will contact him again. Elaine will also contact Karen.

**Open Discussion**

Amber reported that Tina and she are working on the cookbook.

Ideas for fundraisers - Father Daughter Dance, Cheeseballs, Lula Roe (Gwen will contact Brock and Julie Stout about this.

**Next Board Meeting** - July 17 at 7:00 p.m.

**Adjournment**

Brenda moved and Rosie seconded the meeting be adjourned. Meeting was adjourned at 8:02 p.m.

Respectfully submitted,  
Elaine Ferguson, Secretary

## **Minutes of the Library Board Meeting May 15, 2017**

The May 15, 2017 Library Board Meeting was called to order at 7:00 p.m. by President Dianne Adkisson. Members present were: Dianne Adkisson, Rosie McKoon, Silvia McMeins, Pam Knowles, Gwen Krumperman, Sandy Wiemann, Elaine Ferguson, Brenda Adkisson, and Jim Hopp. Also present were staff members Amber Bevier and Janet Herring.

Pam moved and Rosie seconded approval of the agenda: motion carried. Pam moved and Gwen seconded approval of the April minutes; motion carried.

The treasurer's report was read by Silvia: a balance of \$46,288.68. Sandy moved to approve the treasurer's report. Jim seconded the motion. Motion carried.

### **Librarian's Report:**

Amber gave the Librarian's Report. Circulation for April 2017 was 1506. Digital Circulation was Overdrive - 53 and Axis 360 - 0. Renewal from RSA catalog was 203. Books borrowed from other libraries (transit to) was 375. Books borrowed from our library (transit from) was 104. Reciprocal Borrows was 1. Visitors to the library was 604 - an average of 25 per day.

### **Old Business:**

- a. Books at Elementary School - Amber reported the book give away held at the old elementary school Saturday was a success with 37 people attending.
- b. Summer Reading Update - Amber reported she added another craft to the plans.

### **New Business:**

- a. Next Tracey Family Foundation Meeting - Amber reported that the next meeting will be July 20<sup>th</sup>. Also a visitor from the Foundation will observe Story Time May 23<sup>rd</sup>.
- b. New Aide Hired - Alicia Levesque was hired as a new aide starting Tuesday, May 16<sup>th</sup>.
- c. Approve Nonresident Fee 2017 - Pam moved and Silvia seconded that we continue offering nonresidents library cards at the fee of \$80.00/year or \$40.00/half year. Motion carried.
- d. Quincy no longer doing outreach program - Amber reported that Quincy contacted her and reported they will no longer be a part of the outreach program. Brenda suggested that Amber teach a Kindle usage class to make up for that loss. Also we discussed ordering more large print books and looking for secondhand large print books.
- e. Publication of Agenda - The Board directed Amber to publish the agenda on the website 48 hours prior to each scheduled meeting.

### **Update from Building Committee**

Elaine reported that she, Dianne, and Pam visited a building which would be a possible site for a new library. She reported that she contacted Larry, and he will schedule a Building Committee Meeting to discuss the idea.

### **Open Discussion**

Pam reported that Karen would like an article, "It's Not Your Grandfather's Library Any More" for the Newsletter. The Board directed Amber to write the article.

**Next Board Meeting** - June 19, 2017 at 7:00 p.m.

**Adjournment**

Rosie moved and Gwen seconded the meeting be adjourned. Meeting was adjourned at 7:50 p.m.

Respectfully submitted,  
Elaine Ferguson, Secretary

**Minutes of the Library Board Meeting  
April 17, 2017**

The April 17, 2017 Library Board Meeting was called to order at 7:03 p.m. by President Dianne Adkisson. Members present were: Dianne Adkisson, Rosie McKoon, Silvia McMeins, Pam Knowles, Gwen Krumperman, Sandy Wiemann, Elaine Ferguson, Brenda Adkisson, and Jim Hopp. Also present were staff members Amber Bevier and Janet Herring.

Gwen moved and Pam seconded to amend the agenda to include Voting of Officers under New Business. Brenda moved and Gwen seconded approval of the amended agenda; motion carried. Gwen moved and Pam seconded approval of the March minutes.

The treasurer's report was read by Silvia: a balance of \$51,300.84. Pam asked from where the deposit came. Amber informed the Board that a donation of \$2,000 was given to the library in memory of Louise Lum. Pam moved and Brenda seconded that the money go to the Building Fund. Motion carried. Rosie moved to approve the treasurer's report. Sandy seconded the motion. Motion passed.

**Librarian's Report:**

Amber gave the Librarian's Report. Circulation for March, 2017 was 1440. Digital Circulation was Overdrive - 75 and Axis 360 - 31. Renewal from RSA catalog was 138. Books borrowed from other libraries (transit to) was 462. Books borrowed from our library (transit from) was 116. Reciprocal Borrows was 2. Visitors to the library was 596 - an average of 22 per day.

**Old Business:**

- a. Amber reported the pictures were successfully updated during the RSA Photo Visit on March 31<sup>st</sup>.
- b. Pam reported that the nominating committee has a slate of officers for consideration.

**New Business:**

- a. The Per Capita grant of \$892.13 was received.
- b. The Board discussed the books stored at the old grade school. Pam moved and Sandy seconded that we offer books to anyone who wants them and then donate the rest to charity.
- c. The Board discussed the Nonresident Fee for 2017 and decided to vote next month.
- d. Amber updated the Board on her plans for the summer reading program.
- e. Pam presented the nominating committee's slate of officers for election:  
Dianne - President, Pam - Vice President, Elaine - Secretary, Silvia - Treasurer.  
Dianne asked if there were any nominations from the floor. Hearing none,  
Brenda moved and Rosie seconded a motion to accept the slate as presented. Motion carried.

**Update from Building Committee**

No report.

**Open Discussion**

The deadline for cookbook submissions is May 15.

Dianne reported that Barb Schafer offered to help the library with fundraisers.

Pam moved and Brenda seconded that we buy a book in memory of Bill Bevier and one in memory of Mary McKoon.

**Next Board Meeting** - May 15, 2017 at 7:00 p.m.

**Adjournment**

Gwen moved and Silvia seconded the meeting be adjourned. Meeting was adjourned at 7:43 p.m.

Respectfully submitted,  
Elaine Ferguson, Secretary