

Minutes of the Library Board Meeting July 16, 2018

The June 16, 2018 Library Board Meeting was called to order at 7:00 p.m. by President Dianne Adkisson. Members present were: Dianne Adkisson, Rosie McKoon, Gwen Krumperman, Sandy Wiemann, Elaine Ferguson, Jim Hopp, Patricia Haigh, and Julie Johnson. Absent was Brenda Adkisson. Also present were staff members Amber Bevier and Alicia LeVesque.

Gwen moved and Sandy seconded approval of the agenda; motion carried. Sandy moved and Rosie seconded approval of the June, 2018 minutes; motion carried.

The treasurer's report was read by Sandy: a balance of \$39,297.26. Jim moved to approve the treasurer's report. Patty seconded the motion. Motion carried.

Librarian's Report:

Amber gave the Librarian's Report. Circulation for June, 2018 was 1527. Digital Circulation was Overdrive - 42 and Axis 360 - 70. Renewal from RSA catalog was 109. Books borrowed from other libraries (transit to) was 397. Books borrowed from our library (transit from) was 115. Reciprocal Borrows was 1. Visitors to the library was 835 - an average of 32 per day.

Old Business:

- a. Cookbooks - Amber reported we have 21 cookbooks left.
- b. Amber reported she sent a letter to Jane about putting the newspapers online. She has not heard back from Jane yet.

New Business:

- a. Amber asked if we wanted to have a Library Giveaway. Alicia suggested a raffle of a basket with local goods donated by local businesses. The following solicitation assignments were made:

Rosie - Baxters, Grandpa Johns, Hotel Nauvoo, Kraus Furniture

Gwen - Fudge Factory, Art Gallery, Zion's Mercantile, Allyn House, Joanne Gallaher

Patty - Bank, Bob Hopp, Car Wash

Amber - Pharmacy

Sandy - Nauvoo Mill and Bakery, Nauvoo Salon, Sherry Saint

Julie - Outlaw Tees, Sheer Design, The Apron, Needlework Shop

Alicia - Winning Looks, Annie's

Jim - Casey's Uptown Shell, Nauvoo Inn and Suites, Hop Computers

- b. Amber asked about policy on throwing out old agendas/minutes, receipts, etc. The board directed her to keep the agendas and minutes. She was instructed to keep receipts for the last 7 years.

Update from the Nauvoo Community Center Capital Campaign Committee

Attached is a copy of Elaine's report.

Open Discussion

Gwen reported she would be working tomorrow night at the pageant and asked if anyone else was planning to work at the pageant. Elaine said she would be working too. Patty reported that she took her grandson to the Mad Science library presentation. She reported that Dangerous Dan from St. Louis was a huge success and that he really reached the kids.

Next Board Meeting - August 20, 2018 at 7:00 p.m.

Adjournment

Patty moved and Jim seconded meeting be adjourned. Meeting was adjourned at 7:40 p.m.

Respectfully submitted,
Elaine Ferguson, Secretary

Nauvoo Community Center Capital Campaign Committee (NCCCCC)

Report to Library Board

July 16, 2018

The Nauvoo Community Center Capital Campaign Committee (NCCCCC) met June 28, and July 12 from 4:00-5:00 at City Hall.

***Tasks update**

- Still working on website, brochures, fact sheets, information packets, and video. Should be ready soon.
- Roger found an ad agency expert (from a big ad agency in Chicago) who will advise us on the above things pro bono.
- Plan for donor recognition complete. (Bricks outside and Wall Plaques inside the building.)
- Began soliciting donors this past 2 weeks. Will continue soliciting until we reach our goal.
- John is getting estimates for a video from 4 different companies.
- John has a made a sign for the school yard. We are waiting on JULIE before digging.
- Roger and Karen are working as a subcommittee to plan solicitation meetings at Hotel Nauvoo.
- Roger is creating business cards and thank you notes for committee members.
- The Public Phase Committee is working on the brick program.

Submitted by Elaine Ferguson

Minutes of the Library Board Meeting June 18, 2018

The June 18, 2018 Library Board Meeting was called to order at 7:00 p.m. by President Dianne Adkisson. Members present were: Dianne Adkisson, Rosie McKoon, Gwen Krumperman, Sandy Wiemann, Elaine Ferguson, Brenda Adkisson, Jim Hopp, and Patricia Haigh. Absent was Julie Johnson. Also present were staff members Amber Bevier and Alicia LeVesque. Rosie moved and Jim seconded approval of the agenda; motion carried. Gwen moved and Brenda seconded approval of the May, 2018 minutes; motion carried. The treasurer's report was read by Sandy: a balance of \$42,822.49. Brenda moved to approve the treasurer's report. Patty seconded the motion. Motion carried.

Librarian's Report:

Amber gave the Librarian's Report. Circulation for May, 2018 was 1411. Digital Circulation was Overdrive - 51 and Axis 360 - 34. Renewal from RSA catalog was 140. Books borrowed from other libraries (transit to) was 473. Books borrowed from our library (transit from) was 109. Reciprocal Borrows was 4. Visitors to the library was 734 - an average of 28 per day.

Old Business:

- a. Cookbooks - Amber reported we have 25 cookbooks left.
- b. Amber reported she asked Carrie if we need to amend the budget since we received a check from the Tracy Foundation. Carrie said we don't need to.
- c. Amber reported she is still working to get a signature so we can put newspapers online.

New Business:

- a. Amber reported we need to pass the Prevailing Wage Ordinance. Brenda moved and Rosie seconded that we do so. Motion carried. Board members signed.
- b. Amber reported IPLAR is finished and needs Dianne's and Elaine's signatures.
- c. Amber asked for Pageant concession volunteers.

Update from Public Spaces Committee

Attached is a copy of Elaine's report.

Open Discussion

None

Next Board Meeting - July 16, 2018 at 7:00 p.m.

Adjournment

Brenda moved and Rosie seconded meeting be adjourned. Meeting was adjourned at 7:21 p.m.
Respectfully submitted,
Elaine Ferguson, Secretary

Nauvoo Community Center Capital Campaign Committee (NCCCCC) Report to Library Board May 21, 2018

The Nauvoo Community Center Capital Campaign Committee (NCCCCC) met May 24, May 31, and June 7 from 4:00-5:00 at City Hall.

*Tasks update

- Case statement completed
- Letterhead completed
- Website in progress
- Software (Charity Proud) purchased

- Brochure in progress
- Video - may be worthwhile/could be used on website
- Milestone of end of June to be ready to approach donors
- Engraved pavers (brick sales) program underway
- Need to start securing donations from non-resident families
- Need to start securing donations from locals
- Need to start securing donations from friends of Nauvoo
- Packets to give prospective donors need to be completed
- A billboard will be placed on the proposed site
- Roger has found someone who works for a large ad agency in Chicago who has agreed to help us pro bono.
- #1 priority right now is to get the proposed list of potential donors completed so committee members can be assigned people to contact.

Submitted by Elaine Ferguson

**Minutes of the Library Board Meeting
May 21 , 2018**

The May 21, 2018 Library Board Meeting was called to order at 7:03 p.m. by President Dianne Adkisson. Members present were: Dianne Adkisson, Rosie McKoon, Gwen Krumperman, Sandy Wiemann, Elaine Ferguson, Brenda Adkisson, Jim Hopp, and Patricia Haigh. Absent was Julie Johnson. Also present were staff members Amber Bevier and Alicia LeVesque.

Rosie moved and Sandy seconded approval of the agenda; motion carried. Brenda moved and Gwen seconded approval of the April, 2018 minutes; motion carried. The treasurer's report was read by Sandy: a balance of \$42,135.83. Brenda moved to approve the treasurer's report. Rosie seconded the motion. Motion carried.

Librarian's Report:

Amber gave the Librarian's Report. Circulation for April, 2018 was 1351. Digital Circulation was Overdrive - 41 and Axis 360 - 39. Renewal from RSA catalog was 188. Books borrowed from other libraries (transit to) was 399. Books borrowed from our library (transit from) was 145. Reciprocal Borrows was 5. Visitors to the library was 543 - an average of 21 per day.

Old Business:

- a. Cookbooks - Amber reported we have 25 cookbooks left.
- b. Amber reported Friends of the Library money has been moved to city building fund.

New Business:

- a. The board thanked Pam for her service and welcomed Patty Haigh to the board.
- b. Amber reported she received the Per Capita check in the amount of \$892.13 on April 23.
- c. Amber reported the library received a \$5,000 grant from the Tracy Foundation.
- d. Amber asked if we need to amend the budget since we received a \$5,000 grant. The board directed her to check with Carol or Carrie.
- e. Gwen moved and Jim seconded a motion to set the Non Resident Fee for 2018 at \$84.00.
- f. Amber is still trying to get permission to put the Nauvoo newspapers online.

Update from Public Spaces Committee

Attached is a copy of Elaine's report.

Open Discussion

None

Next Board Meeting - June 18, 2018 at 7:00 p.m.

Adjournment

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

Respectfully submitted,
Elaine Ferguson, Secretary

**Nauvoo Community Center Capital Campaign Committee (NCCCCC)
Report to Library Board
May 21, 2018**

The Nauvoo Community Center Capital Campaign Committee meets every Thursday

from 4:00-5:00 at City Hall.

***Sub-Committees**

• **Media and Public Face Committee**

- Letterhead with tag line was created. Tag line is ***Acknowledging the past, creating the future.***

- Case Statement is written.

- John is working on brochures.

• **Solicitation Committee**

- Still working on donor list of names and addresses.

- Still working on the pledge form.

- Karen Ihrig's name will be on the pledge form as a contact person.

- Roger needs a project manager software program. He is researching to find one that meets our needs.

• **Question and Answer Committee**

- Still collecting and writing.

• **Donor Acknowledgement Committee**

- Letter writing has started.

• **Website Committee**

- Larry is working on it.

• **Research and Grant Writing Committee**

- We are eligible to apply for one competitive grant in the amount of \$5,000 from the Keokuk Foundation.

• **Public Phase**

- Menkes suggested we get busy planning and start the public phase as soon as possible.

***Other**

- Several members of the committee went to West Point, Iowa and met with Dennis Menke, Chairman of Capital Campaign Committee for the Catholic School.

- Computer has been purchased by the library for Roger Black.

- Project plan and budget have been presented to the committee.

- Housing was found for Roger, but fell through. Jordan has 3 leads.

- Elaine and Dianne, as co-chairs, filled out and signed an application for space in the old school building for Roger's office. The application was approved by the Economic Development Committee. A contract has been completed and signed by Dianne and Elaine.

- John finalized internet costs for Roger's office.

- Dianne closed the Friends of the Library account, and Amber deposited that money in the Nauvoo Community Center Fund.

- We are searching for a videographer.

Submitted by Elaine Ferguson **Minutes of the Library Board Meeting
April 16 , 2018**

The April 16, 2018 Library Board Meeting was called to order at 7:03 p.m. by President Dianne Adkisson. Members present were: Dianne Adkisson, Rosie McKoon, Gwen Krumperman,

Sandy Wiemann, Elaine Ferguson, Brenda Adkisson, and Jim Hopp. Absent were Julie Johnson and Pam Knowles. Also present were staff members Amber Bevier and Alicia LeVesque

Rosie moved and Gwen seconded approval of the agenda: motion carried. Sandy moved and Jim seconded approval of the March, 2018 minutes; motion carried. Gwen moved and Elaine seconded approval of the April 2, 2018 special board meeting minutes; motion carried.

The treasurer's report was read by Sandy: a balance of \$46,989.99. Elaine moved to approve the treasurer's report. Brenda seconded the motion. Motion carried.

Librarian's Report:

Amber gave the Librarian's Report. Circulation for March, 2018 was 1174. Digital Circulation was Overdrive - 74 and Axis 360 - 60. Renewal from RSA catalog was 131. Books borrowed from other libraries (transit to) was 466. Books borrowed from our library (transit from) was 137. Reciprocal Borrows was 6. Visitors to the library was 521 - an average of 19 per day.

Old Business:

- a. Tracy Grant - Decisions will be made April 19th.
- b. Cookbooks - Amber reported we have 29 cookbooks left.
- c. Computer purchase - Amber reported she has made the purchase.

New Business:

- a. Election - Elaine presented a slate of officers for consideration: President - Dianne, Vice-President - Rosie, Secretary - Elaine, Treasurer - Sandy. There were no nominations from the floor. Jim moved to accept the slate as presented; Brenda seconded. Motion carried.
- b. Brenda moved and Gwen seconded disbanding Friends of the Library group. Motion carried.
- c. Elaine moved and Rosie seconded a motion to move the money from Friends of the Library to a different account. Brenda moved to move the money to the Nauvoo Community Center Capital Campaign account. Sandy seconded. Motion carried.
- d. Book Sale - Amber reported she will hold a Book Sale Saturday, May 26th. Bag donations are welcomed.

Update from Public Spaces Committee

Attached is a copy of Elaine's report.

Open Discussion

None

Next Board Meeting - May 21, 2018 at 7:00 p.m.

Adjournment

Brenda moved and Rosie seconded meeting be adjourned. Meeting was adjourned at 7:17 p.m.

Respectfully submitted,
Elaine Ferguson, Secretary

**Nauvoo Community Center Capital Campaign Committee
(NCCCCC)
Report to Library Board
April 16, 2018**

The Nauvoo Community Center Capital Campaign Committee meets every Thursday from 4:00-5:00 at City Hall.

***Sub-Committees**

- **Media and Public Face Committee**

- Building has been named Nauvoo Community Center.
- Letterhead has been created.
- Tag line has been created - *Acknowledging the past; creating the future.*
- Case statement is currently in progress.
- Ideas for honoring donors is currently in progress.
- **Solicitation Committee**
 - The committee hired Krueger Brokerage to accept donations of stock. Direct deposits from IRAs made as charitable distributions are in testing mode.
 - A Major Donor sheet with over 200 names has been created.
 - A list of possible ways to donate has been created.
 - A draft of a Gift-Range Chart has been created.
 - A draft of a Pledge Form has been created.
 - A meeting with Dennis and Kate Menke of West Point will be held Tuesday, April 17 at 4:00 in West Point to discuss their capital campaign experience.
- **Question and Answer Committee**
 - A set of questions which might come up as we proceed has been created. Answers to the questions will be written soon.
- **Donor Acknowledgement Committee**
 - Paper and letterhead is needed soon for form letters, etc.
 - The committee is ready to start writing sample letters.
- **Website Committee**
 - A Power Point Presentation has been created. The presentation was presented in Utah in late March to former missionaries.
 - The Power Point Presentation will be a part of the website.
 - A Facebook page will be created.
- **Research and Grant Writing Committee**
 - The committee compiled a list of places to look for grants.
 - They compiled a list of people who might help.
 - They discussed the fact that although we might be awarded a grant, the money might not come in right away.
 - The Keokuk Community Foundation is sponsoring a Grant Workshop April 18 at the Hawkeye Restarutant. Elaine and Larry are attending.
- **Public Phase**
 - A list of potential fundraising ideas was created including: Auction, T-Shirts, Donation Jars, BBQ/Cooking Contest, Brick Sales, Movies at Theater, Couples Dance Contest, Spelling Bee, 5K Glow Walk, and Craft Show.

***Other**

- Roger Black has offered to come back to Nauvoo for one year and help with the Capital Campaign. He has even offered to chair the committee.
- Roger will need an office and a computer. The Library Board agreed to purchase the computer which will come back to the library after Roger is finished with it. Amber checked with Jim Hopp, and the computer is ordered.
- He will need a rental home.
- Greta Wetzel, Executive Director of the Memorial Hospital Foundation spoke to the NCCCC. She discussed issues to keep in mind while trying to raise funds.
- A recommendation of Harrison Monuments was made for bricks.

Submitted by Elaine Ferguson

Minutes of the Special Library Board Meeting April 2, 2018

A Special Library Board Meeting was called to order April 2, 2018 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 Julie Johnson. Absent was Jim Hopp. Also present was staff member Amber Bevier.

Pam moved and Brenda seconded approval of the agenda: motion carried.

New Business

a. Discuss computer purchase: The board discussed buying a new computer and printer for Roger Black's use while he is in Nauvoo volunteering his services on the Nauvoo Community Center committee. After considerable discussion, Brenda moved to buy a new computer, not to exceed \$2380, for his use with the understanding that the computer will be the property of the library and will be returned to the library at the end of the capital campaign. Gwen seconded; motion carried.

Open Discussion

None

Adjournment

Rosie moved and Sandy seconded meeting be adjourned. Meeting was adjourned at 7:15 p.m.

Respectfully submitted,

Elaine Ferguson, Secretary

**Minutes of the Library Board Meeting
March 19, 2018**

The March 19, 2018 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 Julie Johnson. Also present were staff members Amber Bevier and Alicia LeVesque

Rosie moved and Gwen seconded approval of the agenda: motion carried. Brenda moved and Sandy seconded approval of the February, 2018 minutes; motion carried. The treasurer's report was read by Gwen: a balance of \$51,808.70. Pam moved to approve the treasurer's report. Jim seconded the motion. Motion carried.

Librarian's Report:

Amber gave the Librarian's Report. Circulation for February, 2018 was 952. Digital Circulation was Overdrive - 47 and Axis 360 - 26. Renewal from RSA catalog was 112. Books borrowed from other libraries (transit to) was 345. Books borrowed from our library (transit from) was 132. Reciprocal Borrows was 0. Visitors to the library was 368 - an average of 15 per day.

Old Business:

- a. Tracy Grant - Amber reported the Formal Application has been submitted.
- b. Cookbooks - Amber reported we have 34 cookbooks left.

New Business:

- a. Approve Budget - Postponed until end of meeting.
 - b. Active Shooter Presentation - The board directed Amber to talk to Mike and arrange.
 - c. Book Sale in near future? Amber reported she needs to have another book sale. The board directed her to hold one whenever she sees the need. The board further directed her to charge \$1.00/bag.
 - d. April Chamber Lunch - Monday, April 9th. Amber asked the board to donate to the Chamber Lunch. Assignments: Rosie - cookies; Sandy & Dianne - chicken salad; Brenda - plates, napkins, silverware; Gwen - fruit; Jim - chips; Elaine - buns (3 dozen); Pam - water.
- a. Approve Budget - The board went into Executive Session at 7:30 to discuss and approve a budget. The board was in Executive Session until 7:35.

Update from Public Spaces Committee

Attached is a copy of Elaine's report.

Open Discussion

Dianne reported that she looked at the checking account of Friends of the Library, which has been inactive for over 3 years. The account was turned over to the library board after several years of inactivity. Dianne asked the board to give some consideration as to what we want to do with this money.

Next Board Meeting - April 16, 2018 at 7:00 p.m.

Adjournment

Brenda moved and Rosie seconded meeting be adjourned. Meeting was adjourned at 7:37 p.m.

Respectfully submitted,
Elaine Ferguson, Secretary

Executive Session Minutes Library Board Meeting

March 19, 2018

The Board went into Executive Session at 7:30 to discuss and approve a budget. Elaine moved and Pam seconded to give Amber a one week vacation. The proposed budget allows for a 50 cent/hour raise for both Amber and Alicia. Pam moved to approve the budget as proposed (with Elaine's motion), and Gwen seconded. Motion approved. The Board went back into Open Session at 7:35 p.m.

The February 19, 2018 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 Julie Johnson. Also present was staff member Amber Bevier. Staff member Alicia LeVesque was absent.

Brenda moved and Rosie seconded approval of the agenda: motion carried. Pam moved and Gwen seconded approval of the January, 2018 minutes; motion carried. The treasurer's report was read by Dianne: a balance of \$55,288.66. Gwen moved to approve the treasurer's report. Sandy seconded the motion. Motion carried.

Librarian's Report:

Amber gave the Librarian's Report. Circulation for January, 2018 was 751. Digital Circulation was Overdrive - 54 and Axis 360 - 92. Renewal from RSA catalog was 91. Books borrowed from other libraries (transit to) was 337. Books borrowed from our library (transit from) was 135. Reciprocal Borrows was 1. Visitors to the library was 360 - an average of 14 per day.

Old Business:

- a. Tracy Grant - Amber reported the Pre-Application phase is complete and accepted.
- b. New printer/copier - Amber reported the new printer/copier is here.
- c. Statements of Economic Interest - Amber asked Dianne to fill out her document.

New Business:

- a. Assign Temporary Treasurer - Dianne assigned Gwen as temporary treasurer.
- b. Create Budget Committee - Dianne assigned the budget committee: Dianne, Amber, Gwen, and Sandy.
 1. Donation to RSA - The board directed the budget committee to budget for the donation to RSA if it works into the budget.
- c. Cookbooks - The Board directed Amber to add a shipping charges to cookbooks mailed.
- h. Sexual Harassment Policy Approval - Pam moved and Sandy seconded approval of the Sexual Harassment Policy. Motion carried.

Update from Building Committee

Elaine reported the Building Committee, now named Public Spaces Committee, met Saturday, February 3. Roger Black was present, and he gave us guidance as to what we need to do from here on out. Elaine will forward a copy of his suggestions to Board Members.

Elaine further announced the committee will be meeting Thursday, February 22. One item on the agenda for that meeting is the appointment of Co-Chairs for the Capital Campaign Committee. John has asked Dianne and Elaine to accept that responsibility.

Open Discussion

None

Next Board Meeting - March 19, 2018 at 7:00 p.m.

Adjournment

Brenda moved and Jim seconded meeting be adjourned. Meeting was adjourned at 7:25 p.m.

Respectfully submitted,

Elaine Ferguson, Secretary

Minutes of the Library Board Meeting

January 22, 2018

The January 22, 2018 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, and Jim Hopp. Absent were Dianne Adkisson and Julie Johnson. Also present were staff members Amber Bevier and Alicia LeVesque.

Brenda moved and Rosie seconded approval of the agenda: motion carried. Brenda moved and Gwen seconded approval of the November, 2017 minutes; motion carried.

The treasurer's report was read by Pam: a balance of \$60,434.03. Gwen moved to approve the treasurer's report. Sandy seconded the motion. Motion carried.

Librarian's Report:

Amber gave the Librarian's Report. Circulation for November, 2017 was 970. Digital Circulation was Overdrive - 65 and Axis 360 - 57. Renewal from RSA catalog was 67. Books borrowed from other libraries (transit to) was 386. Books borrowed from our library (transit from) was 148. Reciprocal Borrows was 2. Visitors to the library was 522 - an average of 21 per day.

Circulation for December, 2017 was 768. Digital Circulation was Overdrive - 46 and Axis 360 - 56. Renewal from RSA catalog was 97. Books borrowed from other libraries (transit to) was 295. Books borrowed from our library (transit from) was 100. Reciprocal Borrows was 5. Visitors to the library was 404 - an average of 16 per day.

Old Business:

- a. Food Pantry donation for overdue fines - Amber reported we donated 2 full boxes to the Food Pantry.
- b. Per Capita 2018 - Amber reported this has been finished and submitted.
- c. Cookbook - Amber reported the cookbooks have been ordered, and about half of them have been sold so far.
- d. Tracy Grant - Amber reported the Pre-Application phase is complete, and we have been accepted to present the actual application.

New Business:

- a. New Board Member - Julie Johnson has been appointed to the board.
- b. Assign Temporary Treasurer - The board decided to wait until all members are present to assign.
- c. Christmas Movie - Amber reported there were 69 attendees.
- d. American Girl/Lego Raffle - Amber reported we made \$153.
- e. New printer/copier - Amber reported this has been ordered.
- f. January 20th cookbook open house - Amber reported this went well.
- g. Statements of Economic Interest - Amber gave each board member one of these documents, and board members completed them and returned them to her.
- h. Sexual Harassment Policy Approval - Amber asked the board members to read the Library Policy prohibiting sexual harassment. We will discuss and approve at the next board meeting.

Update from Building Committee

Elaine reported there will be a public meeting January 31 announcing the new building proposal.

Open Discussion

None

Next Board Meeting - February 19, 2018 at 7:00 p.m.

Adjournment

Brenda moved and Jim seconded meeting be adjourned. Meeting was adjourned at 7:20

p.m.

Respectfully submitted,

Elaine Ferguson, Secretary

**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 22nd.
- 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 29th 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 20th. Also a visitor from the Foundation will observe Story Time May 23rd.
- b. New Aide Hired - Alicia Levesque was hired as a new aide starting Tuesday, May 16th.
- 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 31st.
- 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