

**JERSEYVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
August 29, 2017 @ 6:30 p.m.
Meeting Room @ 105 North Liberty Street**

MINUTES

President Kent Hake called to order a regular meeting of the Jerseyville Public Library Board of Trustees at 6:30 p.m. Other present: Beth Smilack, Juan Lingow, Ruth Ficker, Michelle Lyons, Andy Thomas, Steve LeBlanc, Jerry Schleper, and Anita Driver. Helen Gubser reported she would be absent.

B. Smilack was assigned to record the minutes of the meeting in the absence of the secretary.

On motion by J. Lingow, 2nd by R. Ficker, the agenda was approved. Motion carried unanimously.

On motion by J. Schleper, 2nd by J. Lingow, the consent agenda, minutes of the July 18, 2017 meeting, were approved. Motion carried unanimously.

On motion by J. Schleper, 2nd by S. LeBlanc, the following treasurer's report was approved. Motion carried unanimously.

BUDGET ACCOUNT

\$18,625.28	Balance June 30, 2017
1,789.18	Corporate Replacement Tax
3.55	Interest
1,705.00	Non-resident fees
465.00	Non-resident fees—E-pay
655.06	Fines
17.90	Fines—E-pay
335.77	Copies
21.20	Copies—E-pay
25.70	Scans to email
120.00	Meeting room
20.00	Meeting room—E-pay
13.99	Lost items
4.00	Magazine & book sales—E-pay
70.00	Gifts & Memorials
410.00	Gifts & Memorials—E-pay
470.00	Program income
248.50	FAX income
13.00	FAX income—E-pay
<u>47.00</u>	Miscellaneous income
25,060.13	Total balance and MTD income
<u>40,000.00</u>	Transfer in from Special Reserve
65,060.13	
<u>32,821.79</u>	Less expense for July 2017
\$32,238.34	Balance July 31, 2017*

*\$27,889.30	Checking
140.00	On hand
3,729.05	Illinois Funds—E-pay
479.99	Illinois Funds

GIFTS & MEMORIALS

\$ 3,435.64	Checking
21,814.99	Illinois Funds

SPECIAL RESERVE
\$261,162.32 Illinois Funds

The following check register was presented by A. Driver:

Check #	Date	Payee	Cash Account	Amount
10908	8/3/17	Direct Energy Business	1000	916.27
10909	8/3/17	Anita Driver	1000	120.00
10910	8/3/17	Julie's Graphics	1000	135.00
10911	8/3/17	Chris Maness	1000	200.00
10912	8/3/17	Payroll	1000	8,953.02
10913	8/3/17	Chelsea Sams	1000	90.00
10914	8/18/17	Anita Driver	1000	100.00
10915	8/18/17	Elite Event Services, LLC	1000	250.00
10916	8/18/17	Chelsea Sams	1000	100.00
10917	8/22/17	Amateur Sports Promotion	1000	129.00
10918	8/22/17	Baker & Taylor, Inc.	1000	902.06
10919	8/22/17	Belleville Public Library	1000	10.99
10920	8/22/17	Brockman Co.	1000	104.52
10921	8/22/17	Church's Lawn Care	1000	119.00
10922	8/22/17	City of Jerseyville	1000	4,260.00
10923	8/22/17	Classroom Library Company	1000	97.15
10924	8/22/17	Direct Energy Business	1000	586.71
10925	8/22/17	Gale/CENGAGE Learning	1000	381.39
10926	8/22/17	Gardner Media LLC	1000	315.62
10927	8/22/17	Gorman Bros. Ready-Mix, Inc.	1000	70.91
10928	8/22/17	Grafton Technologies, Inc.	1000	198.79
10929	8/22/17	Illinois Heartland Library System	1000	14,264.00
10930	8/22/17	Illinois Library Association	1000	85.00
10931	8/22/17	Ingram Library Services	1000	29.55
10932	8/22/17	Jerseyville Water Department	1000	110.40
10933	8/22/17	Loellke Plumbing, Inc.	1000	413.00
10934	8/22/17	Chris Maness	1000	313.75
10935	8/22/17	Midwest Tape	1000	1,465.19
10936	8/22/17	O'Fallon Public Library	1000	20.99
10937	8/22/17	Payroll	1000	8,837.99
10938	8/22/17	Penguin Random House LLC	1000	60.00
10939	8/22/17	Reader Service	1000	82.26
10940	8/22/17	Robert (Bob) Sanders Waste Systems	1000	47.50
10941	8/22/17	Schindler Elevator Corporation	1000	644.21
10942	8/22/17	St. Louis Post-Dispatch	1000	464.04
10943	8/22/17	The Telegraph	1000	254.80
10944	8/22/17	Williams Office Products, Inc.	1000	413.49
10945	8/29/17	Anita Driver	1000	100.00
10946	8/29/17	The Illinois Funds	1000	72,000.00
10947	8/29/17	Lazerware, Inc.	1000	3,424.70
10948	8/29/17	Loellke Plumbing, Inc.	1000	207.00
10949	8/29/17	The Illinois Funds	1000	40,000.00
10950	8/29/17	Payroll	1000	8,679.67
10951	8/29/17	Card Services	1000	2,555.65
Total				172,513.62

On motion by M. Lyons, 2nd by S. LeBlanc, the bills will be paid. Motion carried unanimously.

Librarian's report:

The Harry Potter interactive movie and fundraising trivia night were a huge success. The staff donated \$3,700 from donations for Hogwarts letters, trivia teams, food sale, etc. They request that the Board allow them to put the \$3,700 toward the purchase of a new copy machine.

Summer Reading Clubs 2017 for all 3 ages groups went very well. Judy Numburger reported good attendance at the Unit 100 school locations for summer reading club. She had 547 visits and 337 attending programs.

The Solar Eclipse Family program went much smoother than we anticipated. With the shortage of eclipse glasses, staff thought we might have some problems. But with all the activities we had, attendees were very pleased. Attendance was around 250.

July statistics: 6,557 visits, 8,662 circulation, 1,879 holds placed, 1,750 hold satisfied, and 218 items added to the data base.

Christie Meyer has the September newsletter out.

The Finance Committee studied 2 proposals for a new copy machine prior to the meeting and staff listened to presentations on both. Watts is quoting a Kyocera and Williams a Sharp. The Committee said both bids were very close.

On motion by S. LeBlanc, 2nd by J. Schleper, staff will choose the machine they prefer. Motion carried unanimously.

Staff became aware that a patron had been viewing child porn on our laptops and they had proof of the patron's illegal activity. Staff alerted the Jerseyville Police Department who interviewed staff, the patron, and the family of the patron. JPD closed the case. However, Librarian Driver will speak to Chief of Police Blackorby one more time before sending the patron a letter of lifetime ban (our policy).

A discussion ensued about filtering our computers. Librarian Driver we get information and prices from Lazerware.

The Friends of the Library had \$199.50 in EBay sales for July. They announced their fall book sale on October 12-14 and asked for Board members to keep these dates in mind. They need all the help they can get.

On motion by J. Schleper, 2nd by S. LeBlanc, the meeting adjourned at _____. Motion carried unanimously.

Secretary

Assistant Secretary