

**Jerseyville Public Library
Board of Trustees meeting
Tuesday, December 17, 2019 at 6:30 p.m.
Meeting room at 105 North Liberty Street**

MINUTES

President Jerry Schleper called to order the December 17, 2019 meeting of the board of trustees at 6:00 p.m. Other present were Helen Gubser, Josh Hileman, Juan Lingow, Laura Woodring, Marcia Adams, Steve Leblanc, Michelle Lyons, and Anita Driver.

No public comment

On motion by M. Adams, 2nd by J. Hileman, the agenda was approved. Motion carried unanimously.

On motion by J. Lingow, 2nd by L. Woodring, the consent agenda, including the following treasurer's report, was approved with a correction to the minutes. Motion carried unanimously.

BUDGET ACCOUNT

\$428,657.15 Reported balance October 31, 2019
 132.13 Interest
 1,085.00 Non-resident fees
 310.00 Non-resident fees—E-pay
 798.23 Fines
 45.05 Fines—E-pay
 541.35 Copies
 8.05 Copies—E-pay
 7.50 Scans to email
 1.00 Scans to email—E-pay
 100.00 Meeting room fees
 83.64 Lost items
 139.50 FAX
 35.00 FAZ—E-pay
 3.00 Coffee house
 1,305.00 Gifts & Memorials (Halloween \$1,300, donation \$5.00)
 100.00 Storywalk sponsorship
 24.85 Book/Magazine sales—E-pay
 2.00 Miscellaneous
 .67 Miscellaneous—E-pay
 433,379.12 Total balance and MTD income
 43,457.54 Less expenses for November 2019
 389,921.58 Balance November 30, 2019*

*\$306,329.78 1st Bank Checking
 140.00 On hand
 9,920.32 Illinois Funds—E-pay
 73,531.48 Illinois Funds—Working Cash

GIFTS & MEMORIALS

\$19,140.82 Jerseyville Banking Center Checking
 37,775.32 Illinois Funds—G&Ms

SPECIAL RESERVE

\$358,683.55 Illinois Funds—Special Reserve
 34,726.54 Jersey State Bank checking

The check register was presented by Librarian Driver.

| Check # | Date | Payee | Cash Account | Amount |
|--------------|----------|---|--------------|-------------------|
| 11917 | 12/17/19 | Baker & Taylor | 1000 | 1,822.87 |
| 11918 | 12/17/19 | Brockman Co. | 1000 | 23.16 |
| 11919 | 12/17/19 | Campbell Publications | 1000 | 45.92 |
| 11920 | 12/17/19 | City of Jerseyville | 1000 | 4,260.00 |
| 11921 | 12/17/19 | Daugherty Public Library | 1000 | 46.00 |
| 11922 | 12/17/19 | Demco | 1000 | 50.27 |
| 11923 | 12/17/19 | Diamond Lake Book Co. | 1000 | 187.61 |
| 11924 | 12/17/19 | Gale/CENGAGE Learning | 1000 | 340.75 |
| 11925 | 12/17/19 | Grafton Technologies, Inc | 1000 | 197.49 |
| 11926 | 12/17/19 | Jersey County Business Association | 1000 | 275.00 |
| 11927 | 12/17/19 | Jerseyville Water Department | 1000 | 100.14 |
| 11928 | 12/17/19 | Lyons Glass Company | 1000 | 186.17 |
| 11929 | 12/17/19 | Chris Maness | 1000 | 50.00 |
| 11930 | 12/17/19 | Midwest Tape | 1000 | 1,312.17 |
| 11931 | 12/17/19 | Pass Security | 1000 | 306.00 |
| 11932 | 12/17/19 | Payroll | 1000 | 22,814.70 |
| 11933 | 12/17/19 | Rex Encore Media | 1000 | 191.60 |
| 11934 | 12/17/19 | Robert (Bob) Sanders Waste Systems, Inc | 1000 | 67.50 |
| 11935 | 12/17/19 | Schindler Elevator Corporation | 1000 | 872.76 |
| 11936 | 12/17/19 | Steve Schroeder | 1000 | 560.00 |
| 11937 | 12/17/19 | Traube | 1000 | 960.00 |
| 11938 | 12/17/19 | Twin L Clean | 1000 | 500.00 |
| 11939 | 12/17/19 | Watts Copy Systems, Inc. | 1000 | 241.21 |
| 11940 | 12/17/19 | Card Services VISA | 1000 | 1,320.35 |
| 11940a | 12/17/19 | VOID | 1000 | |
| 11940b | 12/17/19 | VOID | 1000 | |
| 11940c | 12/17/19 | VOID | 1000 | |
| 11941 | 12/17/19 | The Illinois Funds | 1000 | 70,000.00 |
| | | | | |
| Total | | | | 106,731.67 |

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

Librarian's report:

Anita pointed out the December activities listed in the newsletter. She suggested that trustees could sign up to receive the newsletter digitally.

November statistics:

- Circulation – 5,660
- Holds placed – 1,416
- Holds satisfied – 1,305
- Items added to the database – 215
- Visits – 4,626

She reported that circulation was down for the first 7 months of the fiscal year; however, digital circulation continues to increase.

The Materials, Bylaws and Policy Committee read their proposed, revised continuing education policy. It will be voted on in January 2020.

Building and Grounds

- Steve LeBlanc reported that the issue of mold around the southeast ceiling air conditioning unit had been addressed.
- Board members received an email of the letter from the State Library stating, “Your library submitted an application for a Public Library Construction Act Grant in April of this year (letter dated December 2, 2019). Subsequently, the State’s FY2020 Budget includes an appropriation for allocation to public libraries. In order for the Illinois State Library to determine the eligibility of your proposed project, you must submit all applicable required supporting documentation to the Illinois State Library by **March 31, 2020**. The board instructed Steve and Anita to pursue a meeting with Farnworth Group to explore their services.
- The cost of repair to the antique grandfather clock was discussed.
- We continue to study sample chairs for replacing the meeting room chairs. We are down to less than 40 chairs in the meeting room.

Terry Wood, Friends of the Library EBay seller, reported on EBay sales for 2019. Total sales equaled \$2,433.50 and after fees of 727.35, their 2019 profit was \$1,706.15.

Per Capita Grant 2020 was presented by Librarian Driver with a discussion period following.

No public comment

On motion by J. Hileman, 2nd by L. Woodring, the meeting was adjourned at 7:15 p.m.

Secretary

Assistant Secretary