

**Board of Trustees Meeting
Tuesday, February 21, 2017 @ 6:30 p.m.
Meeting room @ 105 North Liberty Street
MINUTES**

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

M. Lyons recorded the minutes of the meeting.

On motion by J. Schleper, 2nd by S. LeBlanc, the agenda was approved. Motion carried unanimously.

On motion by S. LeBlanc, 2nd by J. Schleper, the consent agenda including the following treasurer's reports for December 2016 and January 2017 was approved. Motion carried unanimously.

DECEMBER 2016

BUDGET ACCOUNT

\$344,119.29 Balance November 30, 2016
22,348.46 Real Estate Taxes
446.75 Corporate Replacement Tax
51.32 Interest Income
1,240.00 Non-Resident Fees
620.00 Non-Resident Fees—E-pay
1,120.68 Fines
16.90 Fines—E-pay
361.90 Copies
31.05 Copies—E-pay
43.00 Scans
120.00 Meeting Room Fees
43.21 Lost Materials
7.00 Magazine & Book Sales
4.00 Gifts & Memorials
1.50 Coffee House Income
113.50 FAX Income
2.00 Miscellaneous Income
370,690.56 Total Balance and MTD Income
42,400.09 Less Expenses for December 2016
\$328,290.47 Balance December 31, 2016*

*\$233,720.74 Checking
140.00 On hand
22,149.72 Illinois Funds—E-pay
72,280.01 Illinois Funds—Working Cash

GIFTS & MEMORIALS

\$15,773.96 Checking
21,718.77 Illinois Funds

SPECIAL RESERVE

\$244,880.44 Illinois Funds

JANUARY 2017

BUDGET ACCOUNT

\$328,290.47 Balance December 31, 2017
1,660.33 Corporate Replacement Tax
55.58 Interest Income
310.00 Non-Resident Fees
465.00 Non-Resident Fees—E-pay
665.38 Fines
72.40 Fines—E-pay
300.34 Copies
40.45 Copies—E-pay
28.50 Scans to Email
80.00 Meeting Room Fees
207.76 Lost Books
38.95 Lost Books—E-pay
4.40 Gifts & Memorials
93.00 FAX Income
13.00 FAX Income—E-pay
2.00 Miscellaneous Income
332,327.56 Total Balance + MTD Income
80,118.51 Less Expense for January 2017
\$252,209.05 Balance January 31, 2017*

*\$156,997.61 Checking
140.00 On Hand
22,755.21 Illinois Funds—E-pay
72,316.23 Illinois Funds—Working Cash Fund

GIFTS & MEMORIALS

\$16,663.96 Checking
21,729.67 Illinois Funds

SPECIAL RESERVE

\$245,003.21 Illinois Funds

On motion by B. Smilack, 2nd by J. Schleper, minutes of the February 7, 2017 special meeting were approved as corrected. Motion carried unanimously.

On motion by B. Smilack, 2nd by J. Schleper, minutes of the February 7, 2017 meeting were approved. Motion carried unanimously.

On motion by J. Schleper, 2nd by A. Thomas, the following bills will be paid:

Check #	Date	Payee	Cash Account	Amount
10677	2/6/17	Direct Energy Business	1000	2,084.60
10678	2/6/17	Anita Driver	1000	100.00
10679	2/6/17	Illini Supply, Inc.	1000	5,518.80
10680	2/6/17	Macaulay's Cleaning Services	1000	355.00
10681	2/6/17	Payroll	1000	8,123.84
10682	2/6/17	Riley's Window Cleaning	1000	230.00
10683	2/6/17	Chelsea Sams	1000	100.00
10684	2/21/17	Amateur Sports Promotion	1000	129.00
10685	2/21/17	Baker & Taylor, Inc.	1000	811.22
10686	2/21/17	Cavendish Square	1000	193.91
10687	2/21/17	City of Jerseyville	1000	3,780.00
10688	2/21/17	Demco	1000	444.91
10689	2/21/17	Diamond Lake Book Co	1000	1,522.45
10690	2/21/17	Ebsco Information Services	1000	2,672.38
10691	2/21/17	EnvisionWare, Inc.	1000	430.85
10692	2/21/17	Gale/CENGAGE Learning	1000	402.43
10693	2/21/17	Gardner Media LLC	1000	260.85
10694	2/21/17	Grafton Technologies, Inc.	1000	194.84

10695	2/21/17	Greene/Jersey Shoppers	1000	162.80
10696	2/21/17	Illinois Library Association	1000	1,147.69
10697	2/21/17	Ingram Library Services Jerseyville Carpet & Furniture Gallarie	1000	30.85
10698	2/21/17	Jerseyville Water Department	1000	150.00
10699	2/21/17	Kane Mechanical, Inc.	1000	112.85
10700	2/21/17	Lazerware, Inc.	1000	90.00
10701	2/21/17	Library Ideas LLC	1000	307.60
10702	2/21/17	Chris Maness	1000	981.78
10703	2/21/17	Midwest Tape	1000	201.25
10704	2/21/17	Payroll	1000	1,132.09
10705	2/21/17	Penguin Random House LLC	1000	8,210.25
10706	2/21/17	Petty Cash	1000	93.75
10707	2/21/17	R.P. Lumber Co., Inc.	1000	68.66
10708	2/21/17	Reader Service	1000	101.68
10709	2/21/17	Robert (Bob) Sanders Waste Systems	1000	59.40
10710	2/21/17	Safeguard	1000	47.50
10711	2/21/17	Schroeder Construction	1000	147.83
10712	2/21/17	Tonsor Custom Awards & Decals	1000	436.00
10713	2/21/17	Trico Electrical Contractors, Inc.	1000	40.00
10714	2/21/17	William F. Brockman Co.	1000	814.90
10715	2/21/17	Williams Office Products, Inc.	1000	54.72
10716	2/21/17	Wood River Public Library	1000	310.10
10717	2/21/17		1000	17.95
Total				42,074.73

Librarian's report:

- The 3rd Annual Becky Zipprich Mulvaney Trivia Night to benefit the Library is Saturday, March 18, 2017. To reserve a table call Chris Zipprich Maness.
- Statistics: 5,897 visits, 8,129 circulation, 2,164 holds placed, 328 items added.
- A monthly book club for adults starts February 27. It will be the 4th Monday of each month (excluding summer months) in the new second floor meeting room.
- A monthly teen/tween gaming club to be held in the new meeting room on the 3rd Thursday of each month begins March 16.

Materials, Bylaws and Policy Committee:

Anita will ask legal opinion regarding ACA hours for employees who work over 30 hours but under full time status.

On motion by A. Thomas, 2nd by J. Scheleper, the Government Travel Expense Control Act Policy was approved as presented and corrected at the January 10, 2017 meeting. Motion carried unanimously.

On motion by A. Thomas, 2nd by J. Schleper, bylaws were amended to add a public comment section to the beginning and end of the agenda. Motion carried unanimously.

On motion by J. Schleper, 2nd by S. LeBlanc, a 3rd time offender of the computer policy shall be suspended from computer/WiFi use for one year effective immediately. Further offense will result in life time ban from computer/WiFi use. Motion carried unanimously.

Building and Grounds:

- The new shed is in place. The Friends of the Library took over the existing shed.
- The 1st floor Carnegie building renovation of the storage area is under way. The Friends committed \$10,000 to the project. A new glass door is on order for classroom #3 and the existing door to the area will be utilized as the door to the Friends office/storage.
- Trico submitted information on an LED grant. Activity will be tabled until The Building and Grounds Committee can study and give a recommendation.

Finance:

- All property tax funds for 2016-17 have been received so A. Driver will transfer the amount available for capital improvement to special reserve.
- In March/April we will transfer the money donated in gifts and memorials for the second floor remodeling project to the budget account from which the bills were paid. The balance of funds spent on the project will then be transferred from special reserve to the budget account.
- The Finance Committee will be meeting in March/April to prepare the 2018/19 working budget levy request to be presented at the April meeting.

Friends of the Library:

- Michele will speak with Crystal Bock of Scheffel/Boyle about the Friends 501(c)(3).

Correspondence:

- A. Driver sent a letter to attorney Allison Lorton requesting that she draw up an agreement for SF/HGS and the Library. The School will have an institutional card and the Library will use their facilities for events that cannot be accommodated in our meeting room.

Anita reported that our grant request for construction will be due at the State Library no later than April 15, 2017.

On motion by J. Schelper, 2nd by S. LeBlanc, the meeting was adjourned.

Secretary Pro-Tem, Michelle Lyons

Assistant Secretary