

**JERSEYVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
TUESDAY, JANUARY 16, 2018 @ 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. Others present: Helen Gubser, Michelle Lyons, Steve LeBlanc, Beth Smilack, Andy Thomas, Juan Lingow, and Anita Driver. Jerry Schleper and Ruth Ficker reported they would be absent.

On motion by B. Smilack, 2nd by A. Thomas, the agenda was approved. Motion carried unanimously.

On motion by M. Lyons, 2nd by B. Smilack, the consent agenda including minutes of the November 28, 2017, December 18, 2017 and December 19, 2017 meetings and the following treasurer's report was approved. Motion carried unanimously.

BUDGET ACCOUNT

\$375,706.20 Reported balance December 31, 2017

78.30 Interest

1,780.00 Non-resident fees

620.00 Non-resident fees

903.33 Fines

18.30 Fines—E-pay

356.30 Copies

51.30 Copies—E-pay

.50 Scans to email

180.00 Meeting room fees

140.87 Lost items

26.05 Magazine & book sales—E-pay

20.00 Gifts

3.00 Coffee house

145.00 FAX

13.59 Miscellaneous

380,042.74 Total balance + MTD income

43,142.65 Less expenses for December 2017

\$336,900.09 Balance December 31, 2017*

*\$257,710.03 Checking

140.00 On hand

6,313.20 Illinois Funds—E-pay

72,736.86 Illinois Funds (Working Cash)

GIFTS & MEMORIALS

\$16,150.68 Checking

21,913.95 Illinois Funds

SPECIAL RESERVE

\$305,475.37 Illinois Funds

The following check register was presented by A. Driver:

11119	1/16/18	Baker & Taylor, Inc.	1000	233.48
11120	1/16/18	Baker & Taylor, Inc.	1000	706.44
11121	1/16/18	Campbell Publications	1000	27.96
11122	1/16/18	City of Jerseyville	1000	4,260.00

11123	1/16/18	Classroom Library Company	1000	188.68
11124	1/16/18	Diamond Lake Book Co	1000	499.08
11125	1/16/18	Anita Driver	1000	200.00
11126	1/16/18	Gale/CENGAGE Learning	1000	215.85
11127	1/16/18	Grafton Technologies, Inc.	1000	194.51
11128	1/16/18	Ingram Library Services	1000	25.15
11129	1/16/18	Jersey County Farm Bureau	1000	30.00
11130	1/16/18	Jerseyville Water Department	1000	156.80
11131	1/16/18	Library Ideas LLC	1000	1,590.00
11132	1/16/18	Chris Maness	1000	100.00
11133	1/16/18	Midwest Tape	1000	762.19
11134	1/16/18	Movie Licensing USA	1000	188.00
11135	1/16/18	Payroll	1000	17,354.45
11136	1/16/18	Penguin Random House LLC	1000	60.00
11137	1/16/18	Reader Service	1000	82.26
		Robert (Bob) Sanders Waste		
11138	1/16/18	Systems	1000	62.50
11139	1/16/18	Chelsea Sams	1000	80.00
11140	1/16/18	Smith's Pest Control	1000	45.00
11141	1/16/18	Tonsor Custom Awards & Decals	1000	30.00
11142	1/16/18	Card Services	1000	2,241.87

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

Librarian A. Driver reported the December statistics:

- Circulation – 6,550
- Holds placed – 1,643
- Holds satisfied – 1,603
- Items added to the DB -- 307
- Patrons added to the DB -- 28
- 5,257 visits
- 146 items checked out on Hoopla

On motion by H. Gubser, 2nd by S. LeBlanc, the new policy prohibiting sexual harassment was approved. Motion carried unanimously.

For the Building and Grounds Committee Steve LeBlanc reported that Ameren Illinois Ally, Bickle Electric, can change our tube lights from T8 to T8-LED at no cost to the Library. With the exception of a few styles of lights, 8 foot and 2 foot tubes, all of our tubes qualify for the grant. Ameren's assessment shows we should have an annual savings of \$3,469.74 and the amount of the incentive (materials) is \$8,988.75.

On motion by S. LeBlanc, 2nd by J. Lingow, we will join the Ameren IL/Bickle Electric program. Motion carried unanimously.

For the finance committee, A. Driver reported that we have opened a checking account at Jersey State Bank for the Special Reserve Account. We can no longer write checks from the Illinois Funds Special Reserve Account. Also, a new signature card was signed at 1st Bank adding Treasurer Michelle Lyons.

Cards were read from Wanda Ridenbark and Terry Wood thanking us for their holiday gift.

Under old business, President Kent Hake, Secretary Helen Gubser and A. Driver will meet with Carol Howard from Colonial Title and Escrow (Strang & Parish) on Thursday to sign the papers to purchase the house at 309 West Pearl Street.


Anita wrapped up the details of the 2018 Per Capita application which was submitted January 12, 2018 (due by midnight 01/15/2018). The major item was for staff and at least 1 Board member to have safety training. At the January 9, 2018 staff meeting, all staff and Board Secretary Helen Gubser viewed *Trends in Safety and Security for Libraries* (Dr. Steve Albrecht, November 15, 2017) and *Run, Hide, Fight* (City of Houston, July 23, 2012). There are some safety issues that

will be addressed as a result of reviewing viewing and in reviewing Chapter 12, "Safety", of *Serving Our Public 3.0*.


The Board reviewed chapters 1-5 of the *Trustee Facts File* and identified 4 items that need to be addressed in bylaws/policy.

Lastly, all Board members and Librarian Anita Driver will make sure we are current in Open Meeting Act training.

On motion by A. Thomas, 2nd by J. Lingow, the meeting was adjourned at 7:10 p.m.



Secretary



Assistant Secretary