

**Jerseyville Public Library
Board of Trustees Meeting
Tuesday, June 25, 2019 @ 6:30 p.m.
Meeting room at 105 North Liberty Street**

MINUTES

A regular meeting of the Jerseyville Public Library Board of Trustees was called to order at 6:30 p.m. by Secretary Helen Gubser. Others present: Michelle Lyons, Josh Hileman, Steve LeBlanc, Laura Woodring and Anita Driver.

No public comment

On motion by M. Lyons, 2nd by L. Woodring, the agenda was approved. Motion carried unanimously.

On motion by S. LeBlanc, 2nd by M. Lyons, the consent agenda including minutes of the May 28, 2019 meeting were approved as presented. Motion carried unanimously.

No Treasurer's report for May 2019 was presented. Anita is still working on setting up a new version of Peachtree (now called Sage50). Data from the previous fiscal year could not be migrated to her new laptop.

Checks are not ready to issue on the new software. Anita asked for permission to pay bills as soon as she is up and running in Sage50.

On motion by S. LeBlanc, 2nd by L. Woodring, as per policy, the usual and customary bills will be paid. Motion carried unanimously.

Librarian's report:

- New Board members must take Freedom of Information and Open Meetings Act training. Anita will send a link to J. Hileman and L. Woodring.
- The staff has been working for a couple weeks already making fans to hand out for the fair parade.
- Stats: 6,207 visits; circulation-6,326; holds-1,775; holds filled-1,732; 262 items added to the database

Building and Grounds Committee

- S. LeBlanc is working on tile samples and price for the 1st floor restrooms.
- Before a new floor is installed, we will have the toilets checked for leaks which staff thinks are causing the floor to deteriorate.
- The meeting room door has been repaired. Thankfully it was a simple adjustment.

On motion by S. LeBlanc, 2nd by M. Lyons, GRP will perform a clean and check on the 2nd floor HVAC system with a \$500 replacement limit without Board approval. Motion carried unanimously.

S. LeBlanc during Finance Committee discussion that copy paper is going up in price 20%-40%.

Finance Committee

- Treasurer M. Lyons has worked on the 2020-21 budget and the Committee will meeting in July.

Friends of the Library

- A. Driver requested that members look for creative ways to sell our surplus of book sale materials. Some suggestions were made.

A thank you note was read from librarian Driver's family.

New Business:

- A request will be sent to the Mayor and Council to appoint Marcia Adams to fill the unexpired term of Kent Hake.
- **On motion by L. Woodring, 2nd** by J. Hileman, a letter asking to reappoint H. Gubser, S. LeBlanc and M. Lyons will be sent to Mayor Russell and the Commissioners. Motion carried unanimously.
- **On motion by M. Lyons, 2nd** by L. Woodring, the non-resident fee for fiscal year 2019-2020 will be \$155.00. Motion carried unanimously.
- A. Driver explained that she overpaid payroll in October 2018 and that the corrected financial report reflected that error. She will forward the corrected report to the City. The City has already issued a check for the amount of \$8,522.22.
- **On motion by _____**, the State Library annual report was approved and will be forwarded electronically to the State Library before June 30th at midnight. Motion carried unanimously.

No public comment

On motion by S. LeBlanc, 2nd by L. Woodring, the meeting was adjourned. Motion carried unanimously.

Josh Hileman, Secretary Pro-Tem



Anita Driver, Assistant Secretary