

JERSEYVILLE PUBLIC LIBRARY
Board of Trustees Meeting
Tuesday, November 19, 2019 @ 6:30 p.m.
Meeting room at 105 North Liberty Street

MINUTES

Vice President Josh Hileman called to order a regular meeting of the Jerseyville Public Library Board of Trustees at 6:30 p.m. Others present were Steve LeBlanc, Ruth Ficker, Laura Woodring, Juan Lingow, Helen Gubser, Michelle Lyons, and Anita Driver.

Jerry Schleper reported he would be absent.

No public comment

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

On motion by R. Ficker, 2nd by L. Woodring, the consent agenda including minutes of the October 22, 2019 meeting and the following treasurer's report was approved. Motion carried unanimously.

BUDGET ACCOUNT

\$274,615.41 Reported balance September 30, 2019
192,604.50 Real Estate Taxes
2,888.35 Corporate Replacement Tax
147.06 Interest
1,327.78 Non-resident fees
310.00 Non-resident fees—E-pay
441.14 Fines
56.90 Fines—E-pay
127.40 Copies
.75 Copies—E-pay
7.00 Scans to email
8.00 Lost items
60.00 FAX
26.00 FAX—E-pay
2.00 Gifts & memorials
50.00 Storywalk sponsorship
11.00 Books/Magazines—E-pay
472,683.29 Total balance + MTD income
44,026.14 Less expenses for October 2019
\$428,657.15 Balance October 31, 2019*

*\$345,594.21 Checking
140.00 On hand
9,497.82 Illinois Funds—E-pay
73,425.12 Illinois Funds—Working cash fund

GIFTS & MEMORIALS

\$18,770.82 Checking
37,720.66 Illinois Funds

SPECIAL RESERVE

\$358,164.65 Illinois Funds
34,725.11 Checking

The following check register was presented by A. Driver:

Check #	Date	Payee	Cash Account	Amount
11887	11/19/19	Allerton Public Library District	1000	12.99
11888	11/19/19	Amateur Sports Promotion	1000	129.00
11889	11/19/19	Baker & Taylor	1000	476.95
11890	11/19/19	Barking Dog Exhibits	1000	112.00
11891	11/19/19	BookPage	1000	348.00
11892	11/19/19	Brockman Co.	1000	107.41
11893	11/19/19	Campbell Publications	1000	167.76
11894	11/19/19	Church's Lawn Care	1000	145.00
11895	11/19/19	City of Jerseyville	1000	11,820.00
11896	11/19/19	Diamond Lake Book Co.	1000	876.44
11897	11/19/19	Gale/CENGAGE Learning	1000	107.05
11898	11/19/19	Gardner Media LLC	1000	126.82
11899	11/19/19	Grafton Technologies, Inc	1000	197.71
11900	11/19/19	Jerseyville Water Department	1000	90.06
11901	11/19/19	Kids Reference Company	1000	138.54
11902	11/19/19	Lazerware Inc.	1000	3,303.59
11903	11/19/19	Midwest Tape	1000	1,778.91
11904	11/19/19	Notary Public Association	1000	54.00
11905	11/19/19	Payroll	1000	17,692.66
11906	11/19/19	Rex Encore Media	1000	173.52
11907	11/19/19	Riley's Window Cleaning	1000	375.00
11908	11/19/19	Robert (Bob) Sanders Waste Systems, Inc	1000	67.50
11909	11/19/19	Scheffel Boyle	1000	3,025.00
11910	11/19/19	Smith's Pest Control	1000	45.00
11911	11/19/19	Telegraph	1000	90.00
11912	11/19/19	Tricounty FS, Inc.	1000	60.19
11913	11/19/19	Twin L Clean	1000	500.00
11914	11/19/19	Watts Copy Systems, Inc.	1000	288.14
11915	11/19/19	Wood River Public Library	1000	19.00
11916	11/19/19	Card Services VISA	1000	1,115.77
11916a	11/19/19	VOID	1000	
11916b	11/19/19	VOID	1000	
11916c	11/19/19	VOID	1000	
Total				43,444.01

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

Librarian's report:

Circulation for October 2019 was 6,558. There were 1,721 holds placed and 1,774 holds filled. Three hundred forty-nine items were added to the database. There were 6,467 visits and 244 users of Wi-Fi.

Committees:

The Materials, Bylaws and Policy Committee will meet prior to the December 2019 meeting to work on a rewrite of the continuing education policy.

Building and Grounds reported:

- The Carnegie building windows were cleaned.
- The second floor HVAC issue has been resolved for now. Staff will watch for any future issues.
- A. Driver had 2 sample meeting room chairs from Egyptian Workspace Partners out of Bellville, IL. She has 2 more coming from Illini Supply.

Terry Wood reported on her E-Bay sales for September 2019 were \$240 and October was \$298. The Friends need help setting up and breaking down their Downtown Country Christmas book sale booth.

New Business

Anita told the Board she would send out information and links for Board continuing education on organizational management. This is part of the requirements for the 2020 Per Capita Grant.

On motion by S. LeBlanc, 2nd by M. Adams, an equalization assessment amounting to 1% of the annual salary will be paid to each employee. Motion carried unanimously.

No public comment

On motion by S. LeBlanc, 2nd by J. Lingow, the meeting was adjourned at 7:30 p.m. Motion carried unanimously.

Secretary

Assistant Secretary