

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

MINUTES

President Jerry Schelper called to order a regular meeting of the Jerseyville Public Library Board of Trustees. Others present included: Josh Hileman, Laura Woodring, Ruth Ficker, Juan Lingow, Michelle Lyons, and Librarian Anita Driver. Helen Gubser, Marcia Adam and Steve LeBlanc reported they would be absent.

L. Woodring was appointed to record the minutes of the meeting.

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

On motion by J. Hileman, 2nd by J. Lingow, the consent agenda including minutes of the August 20, 2019 meeting and the following treasurer's report for August 2019 were approved. Motion carried unanimously.

BUDGET ACCOUNT

\$ 20,157.63	Reported balance July 31, 2019
326,386.46	Real Estate Taxes
199.09	Corporate Replacement Tax
25.97	Interest
310.00	Non-resident fees
465.00	Non-resident fees—E-pay
853.44	Fines
54.80	Fines—E-pay
406.51	Copies
5.95	Copies—Epay
11.00	Scans to email
135.81	Lost items
19.87	Lost items—E-pay
115.00	FAX
10.00	FAX—E-pay
16.50	Book/Magazine Sales—E-pay
42.00	Miscellaneous
<u>349,915.03</u>	Total balance and MTD income
<u>40,458.16</u>	Less expenses for August 2019
\$308,756.87	Balance August 31, 2019*

*\$298,314.90	Checking
140.00	On hand
9,026.09	Illinois Funds—E-pay
1,275.88	Illinois Funds—E-pay

GIFTS & MEMORIALS

\$16,757.48	Checking
37,593.66	Illinois Funds

SPECIAL RESERVE

\$356,958.71	Illinois Funds
34,722.21	Checking

On motion by M. Lyons, 2nd by J. Lingow, the following check register presented by A Driver was approved. Motion carried unanimously.

Check #	Date	Payee	Cash Account	Amount
11822	9/16/19	Baker & Taylor	1000	922.98
11823	9/16/19	Chucks Cleaning Service	1000	700.00
11824	9/16/19	Church's Lawn Care	1000	240.00
11825	9/16/19	City of Jerseyville	1000	3,780.00
11826	9/16/19	Lisa Darr	1000	2,848.50
11827	9/16/19	Demco	1000	433.73
11828	9/16/19	Elite Event Services	1000	475.00
11829	9/16/19	Enfold Systems, Inc.	1000	458.00
11830	9/16/19	Gale/CENGAGE Learning	1000	276.78
11831	9/16/19	Gardner Media LLC	1000	177.20
11832	9/16/19	Grafton Technologies, Inc	1000	200.04
11833	9/16/19	Hayner Public Library District	1000	30.95
11834	9/16/19	Karen Heitzig	1000	3,064.50
11835	9/16/19	The Illinois Funds	1000	72,000.00
11836	9/16/19	Jerseyville Water Department	1000	100.14
11837	9/16/19	Kids Reference Company	1000	290.61
11838	9/16/19	Loellke Plumbing, Inc.	1000	375.00
11839	9/16/19	Midwest Tape	1000	2,032.09
11840	9/16/19	Payroll	1000	18,441.32
11841	9/16/19	R.P. Lumber Company, Inc.	1000	63.60
11842	9/16/19	Rex Encore Media	1000	143.46
11843	9/16/19	Robert (Bo) Sanders Waste Systems, Inc	1000	67.50
11844	9/16/19	Steve Schroeder	1000	820.00
11845	9/16/19	Smith's Pest Control	1000	45.00
11846	9/16/19	Tricounty FS, Inc.	1000	60.19
11847	9/16/19	Twin L Clean	1000	500.00
11848	9/16/19	Watts Copy Systems, Inc.	1000	268.75
11849	9/16/19	JVR Enterprises, LLC	1000	125.00
11850	9/17/19	Direct Energy Business	1000	1,948.76
11851	9/17/19	Williams Office Products Inc.	1000	137.50
11852	9/20/19	City of Jerseyville	1000	7,560.00
11853	9/20/19	Chris Maness	1000	71.23
11854	9/20/19	Card Services VISA	1000	1,395.20
11854a	9/20/19	VOID	1000	
11854b	9/20/19	VOID	1000	
11854c	9/20/19	VOID	1000	
Total				120,053.03

LIBRARIAN'S REPORT:

- August 2019 statistics:
Circulation 7,126
Holds placed 1,994
Holds satisfied 1,885
Items added to the database 281
Visits 5,891
- The library was the memorial for Eleanor Heitzig
- A. Driver asked members to check out Brandi Pohlman and Colleen Dooley's displays.
- The November Storywalk® is a Veterans' Day story. We are collecting pictures of area veterans to display.

Under Building and Grounds there was discussion about the need to hire a consultant for expansion and grant requirements. We read the 2018 grant application requirements for a facility plan.

Building and Grounds Chair Steve LeBlanc suggested that we check with Bob Mann, Director of Public Works for City of Jerseyville. A. Driver will report back at the October meeting.

Anita reported that the painting project and fence repair has been completed. Now she is seeking prices for tree trimming.

Anita reported for the Finance Committee that the first installment of property tax funds has been received. She will transfer \$72,000 back to the Illinois Funds working cash account. When the audit is complete, she will transfer unused money from fiscal year 2018-19 to special reserve.

Technology Committee -- no report

Friends of the Library: the fall book sale is coming up on October 3-5. Any help is appreciated.

No correspondence

Under old business, A. Driver reported that the staff decided to keep the Halloween Festival basically the same with the exception of dropping carnival games and adding a DJ to play Halloween music. Bayer/Monsanto donated \$400 for inflatables.

Under new business, the October 2019 meeting is changed to October 22 instead of the 15th at the request of A. Driver.

No business for discussion only

No public comment

On motion by J. Hileman, the meeting adjourned at 7:15 p.m.

Secretary Pro-Tem

Assistant Secretary