

HENRY PUBLIC LIBRARY
Board of Trustees Meeting
November 9, 2015
6:30 p.m.

Present: Alvin, A. Anderson, S. Anderson, Child, Hunt, Nauman, Owens, Robison, and Wild

Absent: Swartz

- I) **Call to Order:** The meeting was called to order by Alvin at 6:35 p.m.
- II) **Public Comments:** None.
- III) **Minutes (Including any presented committee minutes):** Owens moved and Child seconded that the minutes of the October 12, 2015 meeting be approved without the update note for the treasurer's report.

ADDITIONS TO AGENDA: None

- IV) **Treasurer's Report:**
 - A. As follow up to "Office Equipment and Supplies" charge of \$893.67 in September, 2015, Hunt and Wild reported charge has been moved to correct allocation of "Books."
 - B. Wild sold multiple old Henry maps, which show up on the report under "Donation."
 - C. Garbage bill increased from \$43.90/month to \$45.00/month.
 - D. Reviewed Treasurer's Report and filed for audit as presented.
- V) **Committee Reports:**
 - A. **Building & Grounds – Robison:** None
 - B. **Finance – Hunt:** Reported that the library has not received the final tax money payment. Library has not received levy information. Announced a committee meeting December 7, 2015 at 6 p.m. to set numbers for levy; plan to vote on recommendation at the December 14th Board of Trustees Meeting.
 - C. **Long Range Planning – Alvin:** None
 - D. **Automation:** None
 - E. **Personnel – Owens:** Committee report from meeting on October 12, 2015 at 6 p.m. was received and read by Nauman. Owens announced mid-year review of Wild to be moved to December 14th meeting.
 - F. **Grants – Child:** Wild reported the Sun Foundation status of funding grants is unknown at this point. Previously deadline for grant requests was Nov 1.
- VI) **Old Business:**
 - A. **ILL Policy:** Alvin moved to accept the updated ILL Policy as written and S. Anderson seconded. This policy documents current procedures in writing for inter-library loans.

VII) New Business:

- A. Walk Around:** Robison will obtain estimate for electrical work in basement and to have needed lights cleaned and replaced on main floor. Progress looks good on cleaning out and reorganizing basement. Furniture still remains that needs to be removed.
- B. Preliminary Levy Discussion:** Deferred to December. No numbers from the city at this time to begin discussion.
- C. Trustees portion of Per Capita Grant Discussion:** Wild reported that this is due on January 15, 2016, which this month marks two months prior. Voting is not requested but please send info to Wild.
- D. New Hire:** Wild reported that interviews were held and position offered to Mary Jaeger-Voss. Jaeger-Voss has accepted the position of Library Assistant II.
- E. Nominations for Board President – Election at the next convened board meeting.** Alvin submitted a letter of resignation from the Presidency. Hunt nominated Nauman as President and Robison seconded. Child nominated A. Anderson to fill vacant Secretary position if Nauman moves to President. Nauman and A. Anderson did not comment; discussion closed.
- F. Discussion of committee formation:** Wild reported that due to “Open Meetings Act,” committee meetings have to be open meetings. Notice of meeting must be at least 48 hours prior. Action Items for Wild- Change the By-laws to read committee of whole with 3 positions (Chair, Vice-Chair, and Secretary) to be presented at next board meeting. Bring list of what committees need to be standing and which can be added *ad-hoc*.
- G. Christmas Decorations:** Child will decorate the library for the holidays and asked for theme ideas.

VIII) Librarian’s Report:

- A. Statistics: See attached schedule “A.”** Missing a statistic for “Number on Reciprocal,” which is anyone with another library card using the Henry Library physical location.
- B. Gifts: See attached schedule “B.”**
- C. Meetings, etc.: See attached schedule “C.”**
- D. Updates (HPL, RAILS, RSA, etc.):** New version of RSA software is expected any time between now and January 17, 2016. Wild reported that in the future (when it becomes available), the trustees will have to decide to accept credit card payments and how that should be handled (in the library and/or online). Nauman read Thank You note from Jean Mitchell.
Library will be closed for Thanksgiving and Black Friday.

IX) Next Meeting December 14, 2015.

Robison adjourned meeting at 7:51 p.m.

J. Nauman
Secretary