

Lewistown Carnegie Public Library District
Regular Meeting Minutes
Monday May 29, 2019
321 W. Lincoln Avenue—Lewistown, IL 61542

I. CALL TO ORDER: The meeting was called to order at 1830 by President Jim Lafary.

II. ROLL CALL: Those present were Peggy Smith, Rita Potter, Amanda Woodruff, Nancy Havera, Patty Wieggers, Jim Lafary, Diana Keime, and Library Director Jaime Grove.

III. PRESIDENT'S COMMENTS: None.

IV. ELECTION OF TREASURER: Amanda Woodruff was nominated as treasurer, with the motion being made by Rita Potter and seconded by Peggy Smith. The motion passed by unanimous roll call vote.

V. SECRETARY'S REPORT: The minutes for the April 15, 2019, board meeting were unanimously approved, with Rita making the motion to approve and Peggy seconding it.

VI. PUBLIC COMMENTS: None.

VII TREASURER'S REPORT:

- A. The Financial Report and Bill List were read and discussed.
- B. Nancy moved to approve the Bill List, and Amanda seconded the motion, which passed by a unanimous roll call vote.

VIII. LIBRARIAN'S REPORT:

- A. The April check outs are as follows: DVDs: 35, Adult Print: 492, Child Print: 346, and Magazines: 21. 84 patrons used the computers. We took in \$6.80 in fines, \$96.80 in copy fees, and \$20.00 in FAX fees for a total cash intake of \$123.60.
- B. Thank you to Jim and Peggy for working the book sale during the all town yard sale. The library made \$105.00 which was deposited in the building fund at the Havana National bank and \$.90 which was deposited on the building fund jar at the library.
- C. Chris Hagie has been removed from all bank accounts, and Peggy has been added.

- D. We received approval for the 2019/2020 E-grant. The grant will automatically be applied to our MidCentury bill.

IX. COMMITTEE REPORTS:

- A. Finance Committee: Nothing to report.
- B. Personnel Committee: Staff performance evaluations have been reviewed, and salaries have been discussed. A report will be given in Executive Session.
- C. Building and Grounds Committee: The light above the downstairs stairway needs to be replaced. The bulb is obsolete. James Grove will replace it. He has an electrician's degree. He will donate his time, and there will be no charge.
- D. Fundraising Committee: Nothing to report.

X. OLD BUSINESS:

A. Book Club: 6 people attended the Book Club meeting on May 14. The next meeting will be June 11, and the book to be discussed will be Uncommon Types by Tom Hanks.

B. Meeting Room Policy: This is the third reading of the policy. Peggy moved to accept the policy as presented, and Nancy seconded the motion, which passed unanimously.

C. The Finance Committee's Duties were amended to include an in-house audit to be done every odd year. Diana moved and Peggy seconded the motion to accept the change as corrected by Jaime. Darrell Dunteman will send us a check list for an informal audit.

D. Possible library sites were suggested. The ASC Building on the north edge of town is 61,036 square feet and the price has been reduced to \$64,500. The newer Jehovah's Witness Church is 2,832 square feet at \$169,000. Patty moved and Diane seconded the motion to look at these buildings. Jaime will call to arrange dates and times to visit them.

E. Miscellaneous: None.

XI. NEW BUSINESS:

A. Web Page: Nancy moved and Diana seconded a motion to engage Paul Kline to change the library's web page to make it more useable and inviting. The motion passed unanimously.

B. Miscellaneous: None.

XII. Executive Session:

A. At 1930 Rita moved to go into Executive Session (Section 2C(1) The performance of employees of the public body). Diana seconded the motion, which passed unanimously by roll call vote.

XIII. Return to Regular Session:

A. New business: In a return to regular session at 1950, Rita moved and Nancy seconded the discussed pay increases, which passed unanimously by roll call vote.

XIII. Adjournment: Peggy moved and Diana seconded the motion to adjourn. Motion passed. Meeting adjourned at 1955.