

**Oglesby Public Library Board Meeting
August 28, 2017**

President Rich Vollmer called the meeting of the Oglesby Public Library District Board of Trustees to order at 6:30pm in the Library.

Present Rich Vollmer, Rick Rigazio, Mary Hansen, Sam Tillmann, Wanda Lent, Dorothy Debosik, Barbara Ficek, Director Rebekah Clark

Absent- None

Guests- None

Public Comment to Agenda- None

Secretary's Minutes

A motion was made by Rigazio to accept and place the July 24 Minutes on file. A motion was made by Tillmann to accept and place on file the Closed Session Minutes of July 24 in a secure site.

Monthly Bills

General Expenses-	\$4,420.01
Payroll-	<u>5,994.14</u>
	\$10,414.15

A motion to approve the payment of the previous month's bills was made by Lent and seconded by Hansen. AYES-All

President's Report

Vollmer reported the Anti-Syphon Valve is leaking in the Mechanical Room. It was also discovered that shut off valves are frozen. Clark will get bids to repair this problem. If necessary, a Special Meeting may be called after the bids are received.

The window glass in the door of the Children's Room has been replaced. The glass fragments have also been cleaned up. The bills have been sent to the City.

Vollmer will try to arrange a meeting with Jane Goetz of IVCC, Mike Pillion of Oglesby Public Schools, and Steve Wroblewski of L.P. to discuss TIF concerns.

A motion was made by Lent to accept and place the President's Report on file.

Treasurer's Report

Heartland checking account as of July 31, 2017 - \$13,293.85

Grant Account at Eureka - \$17.08

Special Reserve Fund (includes interest) - \$2,400.21

Oglesby Public Library Historical Account - \$1,869.24

Treasurer's Report (cont.)

A motion was made by Hansen and seconded by Debosik to transfer \$4,495.21 out of the General Fund back into the Clara DeFilippi Fund to replace the funds borrowed from that fund at the end of the 2016-2017 fiscal year. AYES-All The motion carried.

A motion was made by Lent and seconded by Ficek to take the entire DeFilippi Fund out of the Designated Funds Category and transfer the funds into a new account at Illini Bank in Oglesby. AYES-All The motion carried.

A motion to approve and place *The Treasurer's Report* on file was made by Lent.

Librarian's Report

Clark worked on a Building Maintenance, Inspection, and Replacement Checklist with Rich Watts on August 9. The Checklist is on file in the library. It will be reviewed every August. Clark plans to add purchase / replacement dates of major furniture and technology, as well.

Since we have begun to receive property taxes, we are repaying the full amount borrowed from the DeFilippi Fund donation.

The second distribution of property taxes was received on August 4. It will show on next month's Treasurer's Report.

Clark has completed and submitted the IPLAR (Illinois Public Library Annual Report) on August 10. It is on file in the library.

Received an eCommerce payment in August for \$178.78. One hundred dollars of it is for nonresident patrons. It will be in the September Librarian's Report.

A Staff member with a broken foot may need surgery. She will be unable to work for four weeks and then will be on light duty for an additional four weeks. Looking into possibly borrowing a staff member from another local library.

Open Meeting Act (OMA) Certificate of Completion was received from Debosik.

Director Clark (OMA designee/FOIA Officer) completed both OM and FOIA training on August 3.

A new chart was handed out showing the number of patrons divided by the number of hours open each day. The Chart shows the average number of patrons per hour for each day of the week.

(Librarian's Report continued)

The LaSalle-Peru chapter of the Kiwanis is disbanding and presented a check to the library for \$775.00. This gift is to be used to purchase books for K through 8 students. Copies of books from the 2017-2018 nominees from the Monarch K-3 group, Bluestem-3-5, Rebecca Caudhill-4-8, and Abe Lincoln-high school Award nominees will be purchased using the Kiwanis donation. Each award is an Illinois-based reader's choice award.

Attending:

Staff members will be sent to Book Repair workshop at the Reddick Library in Ottawa.

Clark used ½ personal day on 8/15. One vacation day scheduled for 9/8.

There is a Trustee training opportunity on "Library Law and Finances" on Saturday October 21 from 10-12 at the Genoa Public Library. The maximum fee for each library is \$66.00. There is no limit as to how many a library may send as the cost is divided by the number of libraries attending.

A motion to accept and place on file the Librarian's Report was made by Ficek.

Committee Reports

Soon Clark will begin organizing a committee to begin planning a March 2018 celebration in honor of the 20 years in the new building. We will be updating the history of the new facility and verifying board member terms to date.

Correspondence

A thank you note was received from a family of a child that attended the Summer Reading program. A thank you note was also received from the LaSalle Tribune.

Unfinished Business-None

New Business

A motion was made by Lent and seconded by Debosik to adopt the ANNUAL BUDGET AND APPROPRIATION ORDINANCE 08282017 FOR THE FISCAL YEAR BEGINNING ON THE 1ST DAY OF JULY 2017 AND ENDING THE 30TH DAY OF JUNE 2018. Roll Call-AYES-Lent, Vollmer, Debosik, Hansen, Rigazio, Ficek, and Tillmann. The motion carried.

A motion was made by Hansen and seconded by Tillmann to keep the written Closed Session meetings closed and to delete the verbal Closed Session recordings through January 2015. AYES-All The motion carried.

Public Comment-None

The next regular meeting is September 25, 2017 at 6:30pm. Meeting adjourned at 7:38pm.

Barbara Ficek, Secretary