

Oglesby Public Library Board Meeting  
September 26, 2016

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, Sam Tillmann, Wanda Lent, Cindy Rolando, Mary Hansen, Barbara Ficek, Director Rebekah Clark

**Absent-** None

**Guests-** Dorothy Debosik

**Public Comment to Agenda-** None

**Secretary's Minutes**

A motion to accept the Budget Hearing Minutes of August 29, 2016 was made by Lent and seconded by Rigazio. Roll call-Ayes-Rigazio, Ficek, Tillmann, Lent, Vollmer, Hansen. Abstain-Rolando The motion carried.

A motion to accept the Regular Meeting Minutes of August 29, 2016 was made by Tillmann, and seconded by Hansen. Roll call- Ayes- Rigazio, Ficek, Tillmann, Lent, Vollmer, Hansen. Abstain-Rolando The motion carried.

**Treasurer's Report**

Heartland checking account as of August 31, 2016 - \$30,470.96

Grant Account at Eureka - \$2,249.69

Edward Jones - CD Investment account - \$6,854.94

Oglesby Public Library Historical Account - \$1,869.19

A motion to accept the Treasurer's Report was made by Ficek and seconded by Lent. AYES-ALL The motion carried.

**Monthly Bills**

General Expenses- \$4,183.01

Payroll 6,112.45

\$10,295.46

A motion to pay all the bills and the payroll was made by Lent and seconded by Hansen. AYES-All The motion carried.

## Librarian's Report

The Warrenville Library donated 35 more audio books, now totaling 85.

Director Clark sent an inquiry to the Passport Facility Acceptance Program to obtain more information about becoming a passport facility.

The October *Calendar of Events* was given to the Board.

Clark attended the Health and Safety Fair at Lincoln School on September 12. She interacted with 233 individuals and 13 signed up for the email list.

A Board training session will be on October 1 at the Lisle Library District. Lent and Tillmann will attend.

Clark will be attending an eRead Illinois administrative site training session via webinar on September 29. She will also be attending a PrairieCat Users Group day on September 30 in Malta and will be facilitating the lunch table topic on Adult Programming.

Clark will also attend the PrairieCat Delegate meeting on October 26 in Malta.

The Budget for 2016-2017 has been mailed to the County.

The *Interlibrary Loan and Reciprocal Borrowing Statistical Survey* for 2015-2016 was completed on September 1.

The *History of The Polka* program was well received.

The History Fair has begun. Four classes and a study group met in the library.

Junior high students are now involved in a reading minutes program. Students are coming into the library to read, The Staff signs off on the number of minutes they individually read. The library is calling the group *Popcorn Readers*. Once a month the library will provide popcorn for the readers.

Trustee Election Petition Packets are available for those interested in becoming Trustees. Notification about the packets will be in the library, email, and on our website. There are 2 six-year terms and 2 two-year terms expiring in April 2017.

The Friends of the Library will meet on October 5 at 6:30PM.

A motion to accept the Librarian's Report was made by Rolando and seconded by Lent. AYES-All The motion carried.

**President's Report** Covered in other reports.

### **Committee Reports**

The Strategic Planning Committee met and began a *SWOT* (Strengths, Weaknesses, Opportunities, and Threats) analysis of the library. The compiled input from the Committee and Staff was distributed. Now they would like input from the Board.

### **Correspondence**

Phil Lenzini sent the *Days & Dates to Remember for 2017*. It is available in the library.

Letters were received from the City of Oglesby concerning the *Save The Oglesby Pool*, (STOP) fund raising.

A letter was received from the IVCC library staff thanking Director Clark for the tour of the Oglesby Library.

Received a letter concerning possible antitrust violations for computers purchased between 1998 and 2002. The letter is on file.

### **Building and Grounds**

Vollmer will continue to explore quotes for the electronic door opener for the front door. Costs seem to be running about \$2,400 per door.

### **Old Business**

A motion was made by Tillmann and seconded by Hansen to adopt the updated *Oglesby Public Library Travel Expense Reimbursement Policy* and the *Oglesby Public Library Electronic Attendance Policy*. Ayes-All The motion carried.

A motion was made by Lent and seconded by Tillmann to approve the updated *Employee Manual Annual Review Policy*. Ayes-All The motion carried.

### **New Business**

As a cost saving measure, a discussion was held on installing a mail box on library property. Clark presented the postal regulations on location of the box, types of box that would be suitable, and the approximate time of daily delivery. After the discussion, a motion was made by Ficek and seconded by Rolando to purchase a heavy black metal mailbox and a metal mailbox post kit. Ayes-All The motion carried.

### **Public Comment-**

None

The next regular meeting of the Oglesby Library Board will be at 6:30PM on October 24, 2016. The meeting was adjourned at 7:36PM.

Barbara Ficek, Secretary