

Oglesby Public Library Board Meeting  
April 26, 2016

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

**Present:** Rich Vollmer, Sam Tillmann, Wanda Lent, Mary Hansen, and Director Rebekah Clark.

**Absent:** Rick Rigazio, Cindy Rolando, and Barb Ficek.

**Guests:** Dorothy Debosik

**Public comment to Agenda:** None

**Secretary's Minutes**

A motion to accept the Regular Meeting Minutes of March 28, 2016 was made by Tillmann and seconded by Lent. Roll call – Ayes- Lent, Tillmann, Vollmer and Abstain - Hansen. The motion carried.

A motion was to accept the minutes of the Closed Session of March 28, 2016 was made by Lent and seconded by Tillmann. Roll call – Ayes- Lent, Tillman, Vollmer and Abstain - Hansen. The motion carried.

**Treasurer's Report**

Heartland checking account as of March 28, 2016 - \$18,281.18

Grant Account at Eureka - \$352.44

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

Oglesby Public Library Historical Society - \$1,869.19

Tillmann has reviewed all of the Library's financial assets and expenditures and no longer feels that a December meeting will be necessary. At this time the Library is not on a list to repay the Replacement Tax.

A motion to accept the Treasurer's Report was made by Lent and seconded by Vollmer. Roll Call -Ayes – Lent, Tillmann and Vollmer and Abstain - Hansen

**Monthly Bills**

General Expenses - \$2,960.96

Payroll                      6,091.55

\$9,042.61

A motion was made by Lent to pay all the bills and seconded by Tillmann. Roll Call – Ayes – Lent, Tillmann, Vollmer. Abstain – Hansen The motion carried.

**The Librarian's Report**

The Library received the Omni Art Grant for \$500. The Friends of the Library voted to match that grant which will give a total of \$1000 to be spent on the arts. The Director is planning three musical programs. The planned programs are "Three Third Thursdays with a Musical Theme". The events for this grant are scheduled as follows: "Check out a Book" – Songwriting Workshop (for elementary school children) with Rich Baumann on Thursday, August 18, 2016, 5:30 – 6:30PM, "The History of Polka Music (for families with children, adults) with Mike Schneider of Pint Size Polkas on Thursday, September 15, 2016 5:30 – 6:15PM, and There Be Monsters...(Adults, children middle school and up) with Tom Kastle on Thursday, October 20, 2016, 5:30 – 6:30PM.

A verbal thank you was given to Dorothy Debosik for suggesting that the library seek the Omni Art Grant.

The Friends of the Library donated funds for a larger lobby bulletin board and \$300 toward summer reading.

Donations in the amount of \$290 were given in memory of Lillian Caresio. The family requested that the money be used for children's books. The family will select books from our Amazon children's book wish list.

The Library received further donation of a projector, PS2 games and a patron counter from Indian Trails Library District.

The Director attended Small Library Education Development Day (SLEDD)2. The Director reported that there will be a decrease in the "Per Capita Grant". A motion to accept the Librarian's Report was made by Lent and seconded Tillman. The motion carried. Roll Call – Ayes- Lent, Tillmann, and Vollmer. Hansen abstained.

### **President's Report and The Building and Grounds Report**

Vollmer combined these reports into one. The door in the children's library has been installed. There are two dead outlets and an exit sign that still need to be installed.

Vollmer is still trying to make contact with Gary Balzarini to get the Boy Scouts to do some landscaping clean up. As soon as he is able to make contact, a date will be set for this to be done.

A Staff Appreciation Lunch was served to the library staff. Left over funds were given to the Library Director for something fun for the library staff.

### **Committee Reports**

Vollmer brought to the attention of the Board that our Strategic Plan should include a "Vision Statement" which will need to be created. Also the Library's Mission's Statement" needs to be updated. He also included that the Board may want to input on the Strategic Plan from patrons, businessmen, and professionals from our library community.

### **Correspondence**

The Library received an advertisement from John's Sales and Services announcing a tune-up for air conditioners at discounted price if scheduled by May 15<sup>th</sup>. A motion was made by Tillmann and seconded by Lent to contact John's and have this done. The motion carried. Roll Call – Ayes- Lent, Tillmann, Vollmer and Hansen.

### **New Business**

Lent reported on the SLEDD meeting she attended. She thought it was very informative, and thought that other Board members would benefit from attending future meetings of this type. Handouts from the SLEDD'S meeting were given to each Board member.

An Oglesby Public Library District program Contract (Policy), an Oglesby Public Library Photo and Video Policy and an Oglesby Public Library Disposal of Surplus Property Policy were presented for discussion and acceptance. A motion was made by Lent and seconded by Tillman to accept these as part of the Library Policy. The motion carried. Roll Call – Ayes – Tillman, Lent, Vollmer. Abstain – Hansen. Copies of these policies are attached.

It was brought to the Board's attention that a home church from the district would like to use the library for their services. After discussion, it was decided that since the library does not have a separate Community Room, we would not allow this or any other organization to hold meetings in the library. A motion was made by Tillmann and seconded by Lent to adopt a Library Meeting Space Policy. Motion carried. Roll Call – Ayes – Tillmann, Lent, Vollmer and Hansen. A copy of this policy is attached.

The Director presented three library logos for the Board to choose from. Lent made a motion seconded by Tillman to choose the attached logo. Motion carried. Roll Call – Ayes – Lent, Tillman, Vollmer and Hansen.

There was no business that necessitated the Board going into Executive Session.

There was no Public Comment made.

The meeting was adjourned at 7:30pm.

Mary Hansen, Secretary ProTem

## Oglesby Public Library District Program Contract (Policy)

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This Contract made the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between \_\_\_\_\_ (Presenter) and the Oglesby Public Library District (hereafter called OPLD).

OPLD hereby engages the Presenter to conduct the named program upon all terms and conditions herein set forth, including those on the reverse side hereof, entitled "Additional Terms and Conditions."

**Presenter(s)** \_\_\_\_\_  
**Program Title/Theme** \_\_\_\_\_ **Targeted Audience Age:** \_\_\_\_\_  
**Date and Time** \_\_\_\_\_ **Length** \_\_\_\_\_  
**Technical and staging requirements (be specific):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Presenter agrees to arrive at least \_\_\_\_\_ before the performance is scheduled and will report to \_\_\_\_\_, the Library representative.

### Payment Terms:

The Library will pay the Presenter, as compensation for services rendered, \$\_\_\_\_\_.  
Payment is due on \_\_\_\_\_ (date), and payable to \_\_\_\_\_.  
*If compensation is above \$600, Presenter must complete the Form W-9: Request for Taxpayer Identification Number and Certification.*

### Merchandise:

The Presenter may sell promotional material at the program provided that the promotional material to be sold is approved by the Library Director at least five (5) days before the program date. All proceeds associated with the sale of promotional material shall be retained by the Presenter.

**Accepted:** (Oglesby Public Library District)  
**Name:** Rebekah Clark  
**Company:** Oglesby Public Library District  
**Address:** 111 S Woodland Ave  
**City/State/Zip:** Oglesby, IL 61348  
**Phone:** (815) 883-3619 **Fax** (815) 883-3615  
**Email:** director@oglesbylibrary.org  
**Signature:** \_\_\_\_\_  
**Title:** Library Director

**Accepted:** (Presenter)  
**Name:** \_\_\_\_\_  
**Company:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Title:** \_\_\_\_\_

### SIGNATURE REQUIRED ON PAGE 2

**Documents must be completed and returned via email or U.S. mail by [ADD DATE HERE] or the library reserves the right to cancel the program and void the contract.  
Thank you for your prompt, courteous response!**

**ADDITIONAL TERMS AND CONDITIONS**

1. Presenter is an independent contractor and is not an employee of OPLD.
2. Start time(s) of the program(s) shall be strictly adhered to by both parties.
3. OPLD reserves the right to make in-house announcements and/or sponsorship announcements prior to and/or following program.
4. At least one month prior to the program, Presenter shall provide OPLD with background information, biographical materials, electronic performance samples, reproducible or electronic photograph(s) and/or other relevant marketing information. OPLD may use Presenter's name, pictures, photographs, or likenesses in advertising and publicizing the program.
5. No portion of the program may be recorded, filmed, taped or reproduced for external distribution without the prior approval of Presenter and OPLD.
6. Presenter will inform OPLD as soon as possible if it becomes necessary to replace essential personnel for the program and OPLD reserves the right to cancel under such circumstances.
7. If the Presenter cancels the program, a full refund of any deposit will be mailed to OPLD within one week from date of the scheduled program. If it is possible, OPLD will try to work with the Presenter to reschedule the program.
8. Presenter must notify OPLD of program cancellation a minimum of 14 days prior to date of the program.
9. Presenter participates at his/her own risk.
10. Presenter assumes all risk of damage or loss to his/her merchandise, personal property, and personal effects.
11. Presenter releases, discharges, and indemnifies OPLD and its Trustees, Officers, Employees or Agents from any and all claims, causes of action, losses, or other damage resulting from, arising out of, or relating in any way to his/her program.
12. This Contract may be terminated at any time upon the mutual agreement of the Library and Presenter.
13. If either party is prevented from performing the obligations of this Contract because of illness, acts of God, strikes, etc. beyond the control of either of the parties, neither party shall be liable to the other. The duties and obligations of this Contract shall not be altered without express written approval of the Library.
14. This Contract sets forth all the promises, inducements, agreements, conditions and understandings between the parties hereto relative to the subject matter thereof, and there are no promises, agreements, conditions or understandings, either oral or written, express or implied, between them, other than are herein set forth. Except as herein otherwise provided, no subsequent alteration, amendment, change or addition to this Contract shall be binding upon the parties hereto unless authorized in accordance with law and reduced in writing and signed by both parties.
15. Any legal action or arbitration arising from this Contract shall be held in the County of LaSalle, State of Illinois.
16. By signing this Contract, the parties stipulate that they have read and understand this Contract in its entirety. Each person signing the Contract represents that he/she has the authority to sign the Contract on behalf of their respective party.

\_\_\_\_\_  
Presenter Signature

\_\_\_\_\_  
OPLD Representative Signature

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Program Contract Policy Adopted: 4/25/2016

Amended:

Reviewed:

## Oglesby Public Library Photo and Video Policy

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The Oglesby Public Library District reserves the right to use photos or video taken at the library for publicity purposes in printed materials and online, primarily on the library's website and social media pages.

All library patrons consent to the library's use of these photos taken at the library or during library events, unless they specifically inform staff of an objection. *If you or your child do not wish to be photographed or videotaped, please notify library staff before the event or while photos or videos are being taken.*

The library does not tag individuals in photos on social media and does not use children's names in photos. No names will be utilized in conjunction with photos without express written consent.

Photo and Video Policy Adopted: 4/25/2016

Amended:

Reviewed:

## Oglesby Public Library Disposal of Surplus Property Policy

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Library property (i.e., collection materials, equipment, supplies, or any library property) which in the judgment of the Library Director is no longer necessary or useful for library purposes may be disposed of in the following manner:

1. Books, gift materials and non-print materials from the library's collection may be discarded, sold, or given to local philanthropic, educational, cultural, government, or other not-for-profit organizations upon the approval of the Board of Library Trustees.
2. Any other library property having an individual current value of less than \$100 may, at the discretion of the Library Director, be discarded or made available for sale.
3. In the case of individual surplus items having current value of more than \$100 but less than \$1,000, the Board may authorize a trade-in of such items on new equipment or sale of such items in accordance with the provisions of the Illinois Library Act.
4. No favoritism shall be shown to members of the Board of Library Trustees, library staff, or members of either group's immediate families who make bids on or purchase any library item declared surplus.
5. Any library property having a unit value of more than \$1,000 but less than \$2,500 will be displayed at the library and a public notice of its availability, the date, and terms of the proposed sale shall be posted.
6. Disposal of property valued over \$2,500 will be brought before the Board.

Disposal of Surplus Property Policy Adopted: 4/25/2016

Amended:

Reviewed:

## Oglesby Public Library Meeting Space Policy

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The Oglesby Public Library District's meeting spaces are intended primarily to support library programs and activities for the community, therefore only library sponsored programs and the programs of the library's affiliated organizations (the Board of Trustees, Board committees, and the Friends of the Library) are eligible to use the meeting spaces in the library.

Meeting Space Policy Adopted: 4/25/2016

Amended:

Reviewed:



**Oglesby Public Library**  
Books are only the beginning