

**Oglesby Public Library Board Meeting**  
**May 20, 2019**

President Rich Vollmer called the meeting of the Oglesby Public Library District Board of Trustees to order at 6:33pm in the Library.

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

**Absent:** - None

**Guests:** Jill Shevokas

**Public Comment to Agenda-**

None

President Vollmer performed the swearing in of the Trustees elected at the April 2 Election: Mary Hansen, Dorothy Debosik, and Wanda Lent.

**Secretary's Minutes**

A motion was made by Rigazio to accept and place on file the Minutes of the April 22, 2019 meeting.

**Monthly Bills**

General Expenses-	\$5,009.47
Payroll-	<u>6,919.18</u>
	\$11,928.65

A motion to approve the payment of the monthly bills was made by Lent and seconded by Debosik. AYES-All -The motion carried.

**President's Report**

Vollmer announced that the LED bulbs have arrived. The City workers will install when they have time.

The TV has been hung.

Vollmer and Tillmann attended the Annual TIF meeting today at City Hall.

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

**Treasurer's Report**

Heartland checking account as of April 30, 2019: \$46,506.36.

Tillmann reviewed the April Profit & Loss Statement. As of now the financial picture looks good.

The District Extension Summary was distributed and reviewed.

A motion was made by Hanson to accept and place on file the Treasurer's report.

## **Librarian's Report**

A quote was received from Comcast for adding a TV package that includes faster internet for \$209 per month for 36 months.

Patron purge from last month was completed. Clark said that Peru purges patrons who owe fines of under \$100; partly because PrarieCat fees are based on the number of patrons. We will review the data next month.

Dave's PC is working on the installation of the new computers, working with Clark to get more information: different email accounts for Microsoft installation; transfer of time management software and Deep Freeze installations, plus the filters needed.

Per Capita Grant 2018 funds must be spent by June 30, 2019. There is extra to spend due to the *Back to Books Grant* we received last summer.

Effective June 1, a motion picture license has been ordered. We have a BlueRay player but it is not set up yet. Plans are being made to schedule movies for June. They will be announced in the newsletter.

## **Grants and Certification**

Starved Rock Country Community Foundation Grant-\$225.00 to be used for the July summer reading conclusion performer.

## **Donations:**

\$20.00 for DVDs

\$200.00-Geraldine Ferrari

In Memory of Don Entwhistle: Richard and Jennifer Scheri-\$25.00;

Mark and Karen Gretzinger-\$25.00

In Memory of Clarence Sapienza: Barbara and Ken Ficek-\$50.00

## **Attended/Attending:**

Library Staff Communication and Teamwork Training on May 3 from 2-4pm at the Princeton Library attended by Mary Beth Henneberry

Staff meeting held on May 6. Among the things discussed was patron confidentiality, Hope Week ideas and how and when to use the TV.

Space Planning Workshop at Gail Borden Library in Elgin attended by Clark and Debosik on May 15.

Clark is attending an eRead Illinois Axis 360 update Webinar May 22 at 1pm.

### **(Librarian's Report, cont'd)**

RAILS is offering a series on data in libraries-June Webinars:

June 13-1:30-3:00pm-"Simple Spreadsheets: Data Analysis Techniques and Time Saving Secrets"

June 20-1:30-3:00pm-"Great Graphs: Transform Spreadsheets into Stories with Data Visualization"

June 27-1:30-3:00pm-"Report Redesign"

### **Vacation Report**

Clark will be taking Friday May 24 off

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

### **Committee Reports**

Clark and Debosik attended the meeting in Elgin on Reconfiguring Library Spaces. The program was based on the retailer's point of view as to how to best use the floor space you have. Discussed uses of space at different times of the day, cutting down the height of shelves and using the eye level windowing method for shelving books. Another planning session will be held for our library.

Tillmann reported that there will be a Tag Day on June 29 from 8-12 at the Four Corners (Columbia and Walnut Street intersections). Must be 18 years old to participate. Volunteers are needed to collect.

Hy-Vee Tag Day postponed until September.

Hope Week 2019 is June 9-15.

### **Correspondence**

A letter was received from the LaSalle County Supervisor of Assessments stating that "The Oglesby Public Library has not filed for tax exemption since it was deeded to them in 1993". Forms to be filled out were included. Clark will check into this matter.

### **Unfinished Business**

Reviewed the Computer Usage and Internet Safety Policy. It was decided to install software filters on all computers. At this time patrons are limited to two hours on a library computer regardless if there is no one else wanting to use a computer. A motion was made by Tillmann and seconded by Hansen to amend our policy to say that there is a two hour limit unless the Director or other Staffers grant an extension if there are no other patrons wanting to use a computer. ALL-AYES The motion carried.

A motion was made to go into Executive Session for the purpose of discussing the employment, employment compensation, performance, dismissal of specific employee was made Debosik and seconded by Rigazio at 7:52pm. A motion was made by Tillmann and seconded by Debosik to leave Executive Session at 8:52pm. A motion was made by Hansen and seconded by Lent to return to the Regular Meeting.

## New Business

### Election of Officers:

**President-** a motion was made by Lent and seconded by Rigazio nominating Rich Vollmer. Roll Call- AYES-Lent, Rigazio, Tillmann, Hansen, Ficek, Debosik. Abstain-Vollmer The motion carried.

**Vice-President-** a motion nominating Rick Rigazio as Vice-President was made by Debosik and seconded by Lent. Roll Call- AYES-Debosik, Lent, Tillmann, Vollmer, Hansen, Ficek. Abstain-Rigazio. The motion carried.

**Treasurer-** a motion was made by Lent and seconded by Rigazio nominating Sam Tillmann as Treasurer. Roll Call-AYES- Lent, Rigazio, Vollmer, Hansen, Ficek. Abstain-Tillmann The motion carried.

**Secretary-** a motion was made by Tillmann and seconded by Hansen nominating Barbara Ficek as Secretary. Roll Call- Tillmann, Vollmer, Hansen, Debosik, Lent, Rigazio. Abstain- Ficek The motion carried.

It was decided to have a Special Meeting on June 10 to discuss updating job descriptions for Staff. Trustees will be sent examples before the meeting.

In 2020 the Oglesby Library will have its 100th Anniversary. Trustees were asked to begin thinking of ways to celebrate this event.

Our Building/Premises Insurance was renewed on May 6 through Utica Insurance. We will continue to check other companies for better rates.

Vollmer checked into why we have not heard from State Farm concerning the claim of the damaged/destroyed driveway pillar. Due to a clerical error at State Farm, they were sending the claim letters to City Hall, and they were not forwarded to the Library.

The fund raiser Fish Fry to be held at the K of C will be held in September. The HyVee fund raiser will be rescheduled for September 7.

Reviewing the Closed Session Minutes will be at the June 10 meeting.

A Television Policy will be created and updated as needed.

The next regular meeting is June 24, 2019 at 6:30pm. Meeting adjourned at 9:25pm.

*Barbara Ficek*, Secretary