

ARTHUR PUBLIC LIBRARY BOARD MEETING

April 17, 2017

Present: President Pate; Trustees Allen, Fritz, Mammoser, Randall, Yeakel; Director Cisna, Assistant Director Pruitt. Absent: Trustee Miller

Meeting was called to order at 6:31 p.m.

Minutes from the March meeting were approved on a motion by Allen, second by Fritz.

Treasurer's report for March was approved on a motion by Randall, second by Yeakel.

President Pate shared that the library received the annual per capita grant in the amount of \$4362.49 from the state of Illinois. Letter from the Secretary of State reminds that payment may be significantly delayed.

Budget committee appointed: President Pate appointed Trustees Mammoser and Miller to this committee.

Director's report

- 1) Circulation continues to decrease. No real explanation except that it is just a sign of the times. Kids are playing video games and adults are reading on tablets.
- 2) Travel and Expense Policy was approved as written except for a name change under reimbursement section. Motion was by Fritz, second by Mammoser. (check note at top of page)
- 3) Computer issues. New computer is slow. HPs are faster in staff's experience. Also, Kelsey's computer crashed. Alice got a proposal from HP for a Custom 650 G2 for \$572. It is a return to Windows 7 which Kelsey did not have a problem with. Her requests would be for the new computer to have Microsoft Suite and Chrome which this computer would satisfy. A motion by Fritz with a second by Mammoser to purchase this computer was approved.
- 4) Alice had some suggestions for the budget committee. She suggests that Jolene be paid \$10 per hour which is a significant increase. In light of that Alice proposes cutting her hours and pay back to 32 hours which would mean she would work one less day per week. Personal reasons necessitate some of this but it would also give Kelsey a chance to gradually rather than abruptly assume more responsibility. Kelsey is amenable to this idea. Jolene is not interested in more than 32 hours per week. Board will take these proposals under consideration.

(note: Rod left meeting at 6:55 p.m.)

- 5) Follow-up on fall by patron who tripped on the mat by the side door. No problems or concerns. Alice has checked with her and she is fine.
- 6) Proposal that Kelsey sign up for online ALA class at a cost of \$195. Board approved on a motion by Mammoser, second by Allen.
- 7) Note: project to move and rearrange books has been completed.
- 8) Bills were approved on a motion by Yeakel, second by Allen.

Old Business

- 1) New light fixture for sign did not work. Still working on this.
- 2) Concrete by north door is badly in need of repair. Adam had a bid from Illini Concrete for \$1000 but the board felt this was too expensive. Going to check with some local people about getting this fixed.
- 3) Some discussion about motion lights at back. Maybe some sort of stick-on light would work? Still talking about this.
- 4) Took action on proposal for an automatic door on the north side to make building more readily handicap accessible. Besides the bid of \$2855 from Pinnacle Door, some electrical work will be needed. Suggestions included getting bids from Daryl Helmuth at Omer's Mechanical or Merv Helmuth at Merv's Electrical. A motion was made by Mammoser to approve doing this work at a cost of up to \$3500 (door and electrical) with a review clause included. Second by Allen. Motion approved. The money will come from the special reserve fund.
- 5) Kitchenette discussion. Needs? Sink, microwave, refrigerator, more storage. Rather than burners or oven, could use hot plate or electric skillet. Anne, John and Cathy will serve as the kitchenette committee to come up with ideas and costs.

New Business

- 1) New decal for library hours is needed on door. Kelsey will take care of this.
- 2) Beth Camp has agreed to be appointed to the board to replace Rod Randall who is leaving because of his election as village president.

Meeting was adjourned at 7:50 p.m. on a motion by Fritz, second by Mammoser.

Respectfully submitted,

A handwritten signature in cursive script that reads "Martha K. Yeakel". The signature is written in dark ink and is positioned above the printed name.

Martha K. Yeakel, Secretary