

Call to Order and Roll Call

Meeting called to order at: 6:00 PM on Tuesday, March 12, 2019. Trustees and Librarian present were as follows;

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|---|---|
| <input checked="" type="checkbox"/> Roxanna Behnke  | <input type="checkbox"/> Samantha McDaniel        |
| <input checked="" type="checkbox"/> Dianne Berger   | <input checked="" type="checkbox"/> Abby Shelton  |
| <input checked="" type="checkbox"/> Meghan Fearn    | <input checked="" type="checkbox"/> Dennis Turpin |
| <input checked="" type="checkbox"/> Melissa Felling | <input checked="" type="checkbox"/> David Wheat   |
| <input checked="" type="checkbox"/> Terry Harper    | <input checked="" type="checkbox"/> Steve Ward    |

Visitor(s) on business were: None

Quorum

Legal Quorum Present

The presence of eight (8) Trustees did constitute a legal quorum for discussing and transacting library business.

Reading and Approval of the Minutes

Minutes approved

Minutes were presented to trustees present for reading. The presiding officer called for any additions or corrections. Corrections or Additions: No corrections or additions noted. With no further additions or corrections, Melissa Felling called for a motion to approve minutes. Meghan Fearn moved to approve the minutes as presented, Terry Harper seconded the motion. Motion passed by acclamation.

Approval of the Treasurer's Report

Treasurer's Report Approved

Balance in Working Fund: \$73,029.40.

Treasurer's Comments: The Library received \$861.95 from Friends of the Library for half of the cost of the new bookshelves.

David Wheat moved to approve the Treasurer's report, Dianne Berger seconded the motion. Motion passed by acclamation.

Librarian's Report

Laserware Response to Anti-Virus Program and Modem

Roxanna reported the Laserware recommended using Kaspersky for the anti-virus software. Also, the Library operating program, Polaris, is not affected by the internet, hence is less prone to virus infection. Laserware also recommended using and or renting the modem from a Newwave, since it would be Newwave's responsibility to maintain and replace the modem in the event of appliance failure.

Rules of the Road Test Booklets

Roxanna reported that the Illinois Secretary of State sent the Library copies of the requested booklet "*Rules of the Road*". Roxanna also indicated that the Library received a link for an online driver license exam preparation with sample test and that she would be signing the Library up for the service.

Library Usage Statistics Report

Roxanna went over usage and statistics reports that could be generated and made available for the board. She went over a usage report that compared February 2019 to February 2018. The report showed the number of patrons and the number of books checked for the same month of two consecutive years. Abby commented on the feasibility of using the report for marketing purposes.

Communications

No Communications

Unfinished Business (Old Business)

Substitute Employee

Melissa and Dennis volunteered to learn software and library procedures for the express purpose of substituting for Roxanna and Linda in the unlikely event that one or both were to be gone during normal operating hours of the library.

New Business

Friends of the Library Plans

Roxanna reported that in place of their salad luncheon this year they would be having a book and bake sale on the last Saturday of April. This is the same weekend as the citywide yard sales.

Freezing water Lines

Dennis reported that the water line had frozen during the last severe cold snap. He reported that once the items on the bottom shelf removed, with the application of heat from a small electric heater, water flow was restored.

North Wall of Library

Dennis reported that the Architects wanted to wait until the weather settled and warmer. Dennis indicated that he would contact Brent Speir about contracting his excavator and operator. Dennis noted also that the bottom 8 feet of the downspout is completely full of debris which was evidence that the drain outlet is also obstructed.

Adjournment

Terry Harper moved to adjourn the meeting, Steve Ward seconded the motion. Motion passed by acclamation.

The meeting adjourned at: 6:26 PM