

Call to Order and Roll Call

Meeting called to order at: 6:01 PM on Tuesday, September 10, 2019. Trustees and Librarian present were as follows;

- | | |
|---|---|
| <input checked="" type="checkbox"/> Roxanna Behnke | <input checked="" 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: _____

Quorum

Legal Quorum Present

The presence of nine (9) 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, David Wheat seconded the motion. Motion passed by unanimous consent.

Approval of the Treasurer’s Report

Treasurer’s Report Approved

Balance in Working Fund: \$41,726.76.

Treasurer’s Comments: PPRT¹ for August was 2,944.80.

Dianne Berger moved to approve the Treasurer’s report, Samantha McDaniel seconded the motion. Motion passed by unanimous consent.

Librarian’s Report

Library Renewal Policy for Best Sellers

Roxanna announced that the Library would be implementing a “no renewal” policy for best seller books. The reason for implementing the policy was a result of people checking out best sellers and then automatically renewing them several times effectively reducing the book circulation rate per unit of time resulting in reduced book usage by library patrons.

¹ Personal Property Replacement Tax.

Larry Stone

Roxanna reported that the Library has banned Larry Stone from using library computers due to violation of Library use policies.

Unfinished Business (Old Business)

Contracts for Building Repairs

Drafts of the construction contracts prepared by ADG Group for building repair were presented for inspection by the board members.

Lear Construction Bid Accepted

Motion to Accept Bid from David Lear

Motion to accept bid from David Lear Construction, Inc for repair of floors, install sister joists, raise interior wall and all other construction needed to repair as outlined in the ADG field report for \$2,800 was made by Steve Ward, seconded by Samantha McDaniel. All trustees voted in the affirmative by roll call.

Motion to Authorize Melissa Felling to Execute Construction Contracts

Melissa Felling Authorized to Sign Contracts

Abby Shelton made motion to authorize Melissa Felling to sign and execute the construction contracts with Country Masonry and David Lear Construction, Inc when the final documents are received from ADG, motion seconded by Dianne Berger, all trustees voted in the affirmative by roll call.

New Business

Motion to Solicit Bids for Tree Removal Passes

Maple Tree Removal

It was reported that the maple tree on 4th street was dying and recommended that it be cut down before it became a hazard. David Wheat suggested that if it was in the Ameren power lines that Ameren might remove the tree for the library. Meghan Fear made a motion to solicit bids to have the maple tree cut down and removed. Steve Ward seconded the motion, motion passed by unanimous consent.

No Smoking Area Designation

Librarian to designate non-smoking areas

Roxanna reported that some people had been smoking within the 15 foot state designated non-smoking zone as prohibited under Illinois state law. The board without formal action noted that the Librarian had the authority to designate and post as appropriate any non-smoking areas on the Library premises.

Book and Bake Sale

The Library Book and Bake sale will be Saturday, October 5, 2019. The Usborne book sale will be September 15, 2019.

Adjournment

David Wheat moved to adjourn the meeting, Terry Harper seconded the motion. Motion passed by unanimous consent.

The meeting was adjourned at: 6:29 PM

Documents Presented at Meeting:

Agenda

Result of Roll Call Votes for September 2019 meeting

Draft Construction Contracts

AGENDA

ALBION PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

Tuesday September 10, 2019

6:00 pm

CALL TO ORDER

SECRETARY'S REPORT AND APPROVAL OF MINUTES

TREASURER'S REPORT AND APPROVAL OF INVOICES AND INVESTMENT

LIBRARIAN'S REPORT

COMMUNICATIONS

UNFINISHED BUSINESS

1. Wall

NEW BUSINESS

1. Maple tree in front
2. Making yard and porch non-smoking
3. Book and bake sale-Friends

NEXT MEETING DATE: October 8, 2019

September 10, 2019

Motion to Accept Bid:

Steve Ward moved that the Albin Public Library Board of Trustees accept the bid from David Lear Construction, Inc. for the sum of \$2,800 for;

1. Repair floors
2. Installing sister joists for the floor
3. Raising the interior wall
4. And other construction related to the floor repair as outlined in the architect's field report of 5/22/2019.

Samantha McDaniel seconded the motion.

Roll call vote results:

- | | |
|---|---|
| <input checked="" 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 |

A checked box indicates a yes vote for the motion.

September 10, 2019

Motion to Execute Construction Contracts:

Abby Shelton moves that the Library Board of Trustees authorize chairman Felling to sign the construction contracts when finalized by the ADG Group for the following contractors;

1. Country Masonry
2. David Lear Construction, Inc.

Dianne Berger seconded the motion

Roll call vote results:

- | | |
|---|---|
| <input checked="" 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 |

A checked box indicates a yes vote for the motion.