

STREATOR PUBLIC LIBRARY
Board of Trustees Minutes
November 20, 2017

Vice president Dave Reed called the November meeting of the Streator Public Library Board of Trustees to order at 6 p.m.

Present were board members Jane Farero, Gloria Gubbels, Spencer Lawrence, Theresa Lukach, Ellen Park, Dave Reed and Gary Wheeler and Library Director Cynthia Maxwell.

Board members Ed Brozak and Brian Kmetz were absent.

SECRETARY'S REPORT

Board secretary Jane Farero presented the minutes of the October meeting. Motion by Theresa Lukach to accept the minutes as presented. Seconded by Gloria Gubbels. Motion passed by voice vote.

FINANCIAL REPORTS

Treasurer Spencer Lawrence presented the monthly treasurer's report. Motion by Ellen Park to accept the report as presented. Seconded by Gloria Gubbels. Motion passed by voice vote.

No bills were presented for payment.

Theresa Lukach of the Finance Committee reported that the value of the Endres Endowment Fund is \$97,407.98.

CORRESPONDENCE

A letter from Arlene Martell complementing Dave Reed on his presentation on Col. Plumb at the dedication of the Col. Ralph Plumb Room was read.

LIBRARY DIRECTOR'S REPORT

Otis has completed the annual inspection of the library's elevator and certification forms have been submitted.

Director Maxwell attended a PrairieCat Delegates meeting on October 25th.

Necessary repairs have been completed to the library's flagpole.

Director Maxwell has been able to repair one of the older microfiche readers.

Director Maxwell and new staff member Tom Miller attended a system zone meeting at the Morris Area Public Library. Updates were given on circulation and technical information regarding the PC system.

The library staff has received CPR certification cards from Advanced Medical Transport. The certification is valid until October 2019.

PRESIDENT'S REPORT

There was no report presented.

COMMITTEE REPORTS

Gloria Gubbels of the Building and Grounds Committee showed pictures of the granite book given the library by the Schultz family. Much of the engraving has been completed. Discussion of placement of the book occurred, however, no decision on its placement was made.

No information on the bike rack or the parking lot was available.

Motion by Gary Wheeler to move to executive session to discuss personnel. Seconded by Theresa Lukach. Motion passed by voice vote.

EXECUTIVE SESSION

The board entered executive session at 6:45 p.m.

The board returned to regular session at 7:20 p.m.

UNFINISHED BUSINESS

The library has not received any information on the meeting room renovations from either architect Natalie Clemens or the Soderstrom Foundation. Vice president Dave Reed will contact Mayor Lansford to see if he has received any information on the project.

Director Maxwell supplied each board member with a rough floor plan for the upgrade to the Children's Room. She discussed the changes she is hoping to make. When more is known, the final plan will be presented to the board for approval.

All present board members acknowledged that they had read the information required for the Per Capita Grant. Director Maxwell answered one or two questions on that information.

NEW BUSINESS

The Tax Levy Request for the coming year is as follows:

| | | | | | |
|------------------|-----------|-----------------|-----------|-------------|-----------|
| General Fund | \$146,120 | Social Security | \$11,733, | IMRF | \$18,485, |
| Accountant Fees | \$1,848 | Liability | \$15,334, | Maintenance | \$19,483 |
| Total \$213,003. | | | | | |

Motion by Ellen Park to accept the tax levies as presented by Director Maxwell with the right of adjustment of amounts after discussion with the city accountant. Seconded by Spencer Lawrence. Motion passed by voice vote.

Melvin Plumbing's quote to repair the library's defective pipelines is \$1,430 for materials and \$5,000 for labor. Motion by Spencer Lawrence to accept the bid and have the repairs completed. Seconded by Ellen Park. Motion passed by voice vote.

Director Maxwell requested vacation time for December 19 through December 22 and December 25 through December 29, 2017. Motion by Jane Farero to grant Director Maxwell's request. Seconded by Ellen Park. Motion passed by voice vote.

Motion by Jane Farero to amend vacation time information in the employee's handbook to reflect the adjustments made at the October meeting. Seconded by Spencer Lawrence. Motion passed by voice vote.

There being no other business, the meeting was adjourned at 7:40 p.m.

Respectfully submitted,

Jane Wreith Farero
Board Secretary

