**FLORA PUBLIC LIBRARY BOARD MEETING**

**MONDAY, JULY 10, 2023**

**CALL TO ORDER: President Maralee Johnson called the meeting to order at 7:15 p.m. on Monday, July 10, 2023**

**RECOGNITION OF VISITORS:**

**PRESENT: Jon Akers, Karen Briscoe, Robbin Dickey, Maralee Johnson, Joe Gilliland, Tina McCormack, Joe McCoy, Rebecca Stocke, Kari Warren, and Director Donna Corry as well as Assistant Library Director, Angela Garrett. Absent: Doug Mack**

**CORRESPONDENCE: None**

**APPROVAL OF MINUTES: A motion was made by Joe Gilliland to accept the minutes as presented. The motion was seconded by Robbin Dickey. The motion passed unanimously.**

**TREASURER’S REPORT:**

 **-Review of financial reports and bank statements.**

 **A motion to accept the treasurer’s report, as presented, was made by Robbin Dickey and seconded by Becky Stocke, and passed unanimously.**

**LIBRARY DIRECTOR’S REPORT:  The library received a check for $24,333.34 from the city.**

**We sponsored a fundraiser with The Fair Lady food truck last month.  She gave us 25 percent of her profits and all her tips, which amounted to $300.  She would like to do it again for us later this summer or in the fall.**

**The Summer Reading Program is set to end on July 11.**

**When Kari Warren became treasurer, the insurance bond was accidentally reduced from $155,000 to $5000.  Donna noticed a large difference in the fee for the bond insurance and inquired about the difference.  Kari will need to take her Social Security card to the NWIA office to get it fixed.**

**Sometime this week, M’s Sparkling Clean will be here to clean the windows, inside and outside for $120.  At that rate we should get them ther service 2 or 3 times a year.  Perhaps in early spring and late fall.**

**We plan to call Wabash and have them evaluate our internet speed.  If it needs to be increased we will ask for a quote.**

**The Harry Potter Escape Room was a great success.  Mrs. Odle plans to do another one next summer.**

**In the next week or so, the staff is going to make a final decision on the new bathroom hardware.  We have several units that are non-functional or near so.  Chad said if we order the equipment, the city will install it and pay for it.**

**In 2018, Gary Burt did a concert benefit for the library.  Due to COVID and other considerations we have not yet spent the $1200 he donated to the library.  We have decided to spend the money to create a collection of VOX books.  These are regular children’s books that have a digital audio component attached to the book covers.  The child can read and listen to the book at the same time.**

**We have a question into the city about the Whistleblower Protection Policy and the new paid leave law**

**COMMITTEE REPORTS: The third and final meeting of the Decennial Committee met on July 10th, 2023 at 7 p.m. A brief overview is posted in the Library Director’s Report - as well as a separate set of minutes for the 3rd Decennial meeting. After review and discussion of completed, updated report, Robbin Dickey made the motion to send the approved, final report to the Clay County Board of Clay County. Kari Warren seconded this motion. Motion was approved unanimously.**

**PAYMENT OF BILLS: A motion was made by Joe McCoy and seconded by Jon Akers to approve payment of the bills. The motion passed unanimously.**

**UNFINISHED BUSINESS: None**

**NEW BUSINESS**

* **Approval and submission of the Illinois Public Library Annual Report was given.**
* **Joe Gilliland made to motion for this and Karen Briscoe seconded the motion. The motion carried.**
* **Chapters 1-3 of Serving Our Public Standards for Illinois Public Libraries were presented. The chapters were reviewed, and discussed by attending board members.**
* **Two proposals were secured from Security Alarm. The proposals are valid thru 07-28-23. Proposal 13063-1-0 is for a burglary system with 2 panic buttons. Details can be found in the proposal hardcopy. The amount for this proposal was $375 with a monthly recurring fee of $64.00. Proposal 13029-1-0 is to install a burglary system with phone app included. It is in the amount of $6337.00 with a monthly recurring fee of $84.00. Again, project details are in the hard copy of the proposal. A motion was made by Kari Warren to table voting on the proposals until the Library Director could discuss with the City Administrator about the City paying for the installation fees and the library absorbing the recurring monthly fees. Once input is received from the City, the board will proceed with a vote at the August meeting.**
* **A Final Review of the Emergency and Disaster Plan was completed. Joe Gilliland made the motion to accept the plan as presented and discussed. Robbin Dickey seconded the motion. The motion passed.**
* **A Review of the Job Description to fill the vacant position was held. After a thorough discussion was completed, it was decided to approve the Job Description pending the approved revisions/changes being made to the proposal. An updated, revised copy will be sent to designated board members for perusal and approval, thus allowing the library to begin the search for a qualified candidate. Robbin Dickey made a motion to approve the Job Description under this criteria. Becky Stocke seconded the motion. The motion carried.**
* **Donna’s Retirement Party. The date and time set for Director Corry’s event was Saturday, July 22nd from 3-5 p.m. The party will be held in the conference room. Cake, snack mix or nuts, coffee, and water will be served. The board agreed to purchase and present Donna with an engraved clock and a VISA gift card for her 48 years of dedicated and loyal service. Beck Stocke made the motion to present Donna with the engraved clock as well as the VISA gift card. Robbin Dickey seconded the motion. The motion passed, unanimously.**

**EXECUTIVE SESSION (when needed): None**

**UPCOMING MEETINGS /EVENTS:**

* **Tuesday, July 11th**

**OPEN: None**

**ADJOURNMENT: The meeting concluded at 8:20 p.m.**

**Submitted by: Karen Briscoe 07-12-23**