**FLORA PUBLIC LIBRARY BOARD MEETING**

**MONDAY, AUGUST 14, 2023**

**CALL TO ORDER: President Maralee Johnson called the meeting to order at 7:33 p.m. on Monday, August 14, 2023**

**RECOGNITION OF VISITORS: None**

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

**CORRESPONDENCE: Thank you notes for her retirement party and gifts were received from retiring Director Donna Corry**

**APPROVAL OF MINUTES: A motion was made by Jon Akers to accept the minutes as presented. The motion was seconded by Becky Stocke. 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 Karen Briscoe and seconded by Jon Akers, and passed unanimously.**

* **LIBRARY DIRECTOR’S REPORT:** Our summer reading program ended on July 11, 2023. We were very pleased with the attendance at the programs this year. However, the totals for the reading part were disappointing. Because of this we have decided to cut ties with the Beanstack app. Next year we will be bringing back to the tried and true paper method.
* Donna was very pleased with her retirement party and everyone seemed to have a good time.
* Mr. Stanford discussed with us, the payment of the electronic part of the new sign from Meagher Sign & Graphics. It was felt the it was not fair to Meagher’s to have to shoulder the cost of our sign until the state released the funds. Donna and I talked it over with Maralee, and it was decided to take the funds from the Duff Fund and pay the bill. The library will be refunded half of the money when the state sends the funds to the city. The amount of the check will be $39,735.00.
* The city gave us another check in the amount of $24,333.34. We received our FY23 per capita check from the state, in the amount of $7084.43
* The Friends met in July and set Saturday, October 7 as the date for the fall book sale. We intend to announce it early on Facebook and ask for donations.
* The check we sent out in early June to US Bank for the library’s credit card did not arrive by the date it was due. After calling Maralee to get permission, we paid it electronically. We put a stop payment hold on the check.
* The library has received notification from Wabash Communications that we will be receiving the e-rate discount again. Tina turned in the e-rate form 486 in July.
* Donna and I met with Mike Stanford to ask if the city would pay for the Fire alarm and panic button upgrade. No word has come to us if they will pay or not.
* The library’s portion of the health insurance went up from $930.76 to $961.30. The employee portion at present is $100.54. What the insurance will pay for eye and dental care has increased somewhat.
* The library has received word that IHLS has secured enough libraries to go forward with the Aspen implementation project. This software will make the library’s PAC more accessible to patrons. For the first year our cost will be $1000. According to the tentative fee schedule this amount may go down in following years.
* We had someone give us a recommendation for a window washer recently. Donna contacted him and he agreed to wash the windows inside and out for only $125. M’s Sparkling Clean out of Fairfield washed our windows a couple weeks ago.
* We received 3 resumes for our job ad. Several people we talked to had problems with the hours. Tina and I have discussed the possibility of hiring 2 part-time workers, so that they could split the evening and weekend hours. We interviewed 2 of the applicants and are very pleased with them.

**COMMITTEE REPORTS: None**

**PAYMENT OF BILLS: A motion was made by Becky Stocke and seconded by Kari Warren to approve payment of the bills. The motion passed unanimously.**

**UNFINISHED BUSINESS: A report was given by Assistant Director Angela Garrett concerning the interviews conducted to hire part time help. A motion was made by Karen Briscoe to start the high school student at a minimum wage ($13.00 per hour) and the two part time workers at $14.00 per hour. Their hours will vary. This motion was seconded by Kari Warren. Motion passed.**

**NEW BUSINESS**

* **Per Capita Grant was reviewed and discussed by all those in attendance.**
* **Assistant Library Director gave a report on the Summer Reading program. The numbers were down this year, so she and soon-to-be Assistant Director, Tina McCormack, will research alternative member friendly programs to consider for the 2024 Summer Reading program.**
* **First Quarter Budget Amendment was presented and reviewed. Kari Warren made a motion to accept the amendment as presented. Karen Briscoe seconded the motion. The motion passed unanimously.**
* **The First Quarter Report was shared with the Board members. After review and discussion, the board moved on to the next item on the agenda.**
* **Fire Alarm and Panic Button upgrade. Assistant Director Garrett reported that the City was gathering information, bids, quotes etc and would share the information with her to share with us at the September board meeting.**
* **A discussion was held concerning replacing a staff laptop and digital microfilm computer. These items were 6 and 7 years old, respectively. The staff laptop bid (Estimate # 3705) was for the amount of $1,271.15 and the NUC13 15 Microfilm replacement bid (Estimate # 3706) was for the amount of $826.87. Karen Briscoe made the motion to accept the bids as presented. Becky Stocke seconded the motion, The motion carried.**
* **Chapters 4-8 of Serving Our Public 4.0 Standards for Illinois Public Libraries were presented. The chapters were reviewed, and discussed by attending board members.**

**Karen Briscoe made a motion that the board approve adding Angela Garrett and Tina McCormack to the financial accounts at the bank. Jon Akers secconded this motion. The motion carried. Additionally, a motion was made by Becky Stocke and seconded by Kari Warren, to close the operations checking account at the Flora Bank and Trust and transferring that money to the Flora Savings Bank account. This motion carried as well.**

**Kari Warren made a motion, which was seconded by Karen Briscoe, to convert Donna Corry’s vacation days (10.75) to sick days (9.25) giving her a total of 20 days for credit with IMRF. The motion passed.**

**Other New Business: The board gifted Donna’s director’s chair to Donna and gave permission for Assistant Director Angela to search for quotes/prices on 2 new chairs similar to the last ones purchased. Angela will provide this information to the board at September’s meeting.**

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

**UPCOMING MEETINGS /EVENTS: Friends of the Library will conduct their next book sale on October 7, 2023.**

**OPEN: None**

**ADJOURNMENT: The meeting concluded at 8:09 p.m.**

**Submitted by: Karen Briscoe 08-15-23**