**FLORA PUBLIC LIBRARY BOARD MEETING**

**MONDAY, NOVEMBER 14 , 2023**

**CALL TO ORDER: President Maralee Johnson called the meeting to order at 7:00 p.m. on Monday, November 14, 2023**

**RECOGNITION OF VISITORS: Matt Pyatt with Edward Jones**

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

**CORRESPONDENCE: None**

**APPROVAL OF MINUTES: A motion was made by Joe Gilliland to accept the minutes as presented. The motion was seconded by Doug Mack. 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 Joe McCoy and seconded by Rebecca Stocke. The motion passed unanimously.**

**LIBRARY DIRECTOR’S REPORT:** We got a check from the city on Oct 13 for $12,166.67.

A patron has reported one of our laptops and a hotspot as stolen to the police. This patron has tried to have a hotspot and laptop in her possession since we started circulation. So far, she has had to pay for 2 hotspot cases and it now looks like she may have to pay for a laptop and hotspot. Do we want a cut off in the policy for patrons who abuse the privilege? This patron told both Tina and me that she gave the equipment to someone else to return for her. She has reported both items as stolen to the police. We have not heard from her since. The police asked for all the pertinent information about the 2 items. The had hoped to be able to trace the hotspot. We contacted Mobile Beacon and they say there is not way to trace the item.

On October 13, we had 2 patrons checking out at the last minute as we were locking the doors. When leaving by the locked front door one of them managed to mess up the alignment and the lock. We secured the doors with a chain and padlock. Chad came over on Monday and fixed it. He came over later and fixed the bottom latch on the outside door so the doors would lock more securely. He has also tried to take care of the dragging inner door with limited success. He is looking for another tool that he can fit under the door.

Chad told me that he is collecting bids to have the landscaping done for the winter at the city hall, the library and the Fire station. I also intend to get the window guy in next month.

We were supposed to have The Fair Lady come for another fundraiser on October 20. They showed up for about 30 minutes and then they left. We have yet to receive an explanation.

We overdrew on the operating fund account again this month. Maralee had me transfer $2000 from the Tech Fund account into the Operating Fund as a safety measure until more funds are received from the city. After the property tax money comes in, the $2000 will be returned to the Tech Fund account. All but one of the checks written this month had cleared before the funds ran out. This is the third time this has happened since we switched over to ADP. I think I am going to have to rethink how we do some things to prevent this from happening again. We got a check for the first installment of property tax on October 25 for $39,000.

The Health Department had a Trick or Treat Street event at the REA Building at the Fair grounds. I took some items that we had leftover from other events and a bowl of candy. They cleaned me out.

I tried several agencies to find a way to get rid of the Flora 1939 film. We were down to having to pay a hazardous waste company to dispose of it. Maralee called Mr. Stanford to talk to him about the situation to see if we could get help with paying for it to be disposed of. The city has to get rid of waste occasionally and has a relationship with a company, so Chad Bayles took the film to be disposed up. We are all relieved.

We handed out candy and bookmarks for trick or treat on Halloween. We only had 39 children show up. I think the cold weather was the cause.

I checked on the parabolic mirrors on Amazon. They range in price from $25.00 to $40 depending on size. We are also doing a final decision on the new bathroom fixtures before the end of the year. I found a nice coat rack at Menards for $25.00. Hopefully the city can get everything installed at the same time.

We have gotten rid of about over half of the surplus items this month. Any money made is being put in the Tech Fund.

As we are on the last quantities of our library patron registration cards and blank library cards we are in the process of redesigning what we use and reordering them. We have redesigned the registration cards into a bi-fold from a tri-fold and will be putting the new library logo on the new library cards. Gossett Printing in Salem has quoted use a price of $92.90 for 500 and 152.40 for a 1,000 registration cards. They did our new stationary last spring. We have always used ID Labels, Inc. – they keep track of the barcode numbers we have ordered in the past.

We had several people from out of town come to the library as part of the Library Crawl. They all expressed what a nice library we have. Only 2 of our patrons returned a passport to us for the drawing. Cathy Tolbert was the winner of a $25.00 gift card to Fridays.

Programs for November are Mommy & Me, our Pajama Party for Family Reading Night with Robin Brooks, and Mark Glenshaw, the “Owl Guy” will give his presentation on how to finds owls in your own neighborhood. The staff will also be getting an early go at decorating for Christmas and the children’s Christmas Party. After the Christmas Party and the Board Meeting the gingerbread houses will be displayed in the meeting room again this year.

Dierdre is learning to do some of the cataloging jobs on Polaris. She needs to have a barcode reader at her desk. I took the one that was on the desk to put in my office. Lazarware is going to send an estimate for one.

**COMMITTEE REPORTS: None**

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

**UNFINISHED BUSINESS: None**

**NEW BUSINESS:**

* **The presentation by Matt Pyatt, with Edward Jones, was concerned with options to reinvestment monies. After hearing Pyatt’s proposals, the board decided the Duff monies will be invested in a 12 month CD with an interest rate of 5.45% and the Solutions Fund monies will also be invested in a 12 month CD with an interest rate of 5.45%. This motion was made by Doug Mack with a second by Joe Gilliland. The motion carried.**
* **FY 2023-2024 Second Quarter Reports was presented and discussed. Following this Karen Briscoe made a motion, which was seconded by Doug Mack, to accept the 2nd Quarter reports as presented. Motion carried.**
* **FY2023- 2024 Second Quarter Budget Amendments were reviewed and discussed. After discussion was complete, Rebecca Stocke made a motion to accept the Budget Amendments as presented. This was seconded by Karen Briscoe. The motion passed unanimously.**
* **The second reading of the Marketing Plan was completed. It was prepared**

**and presented by Assistant Director Tina McCormack.**

* **The second reading of the Censorship Policy was completed.**
* **A discussion concerning the purchase of an Overdraft Protection policy was held. After the pros and cons were discussed, a motion was made by Joe McCoy, and seconded by Joe Gilliland, to purchase said policy from the Flora Savings Bank, on a month to month basis, until further notice.**
* **The Illinois Mandatory Paid Leave Law (PLAW Act) was presented and discussed at length. No action was required at this time because the law will not become effective until January 1st, 2024. Since there are so many questions, concerns, issues, etc and the city’s attorney is reviewing the PLAW Act, the board decided to revisit this issue at December’s meeting when further information will be available.**
* **Other New Business: None**

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

**UPCOMING MEETINGS /EVENTS: The Family Reading Night events will be held Thursday, November 16th and the Owl Program will be held Saturday, November 18th at the library..**

**OPEN: None**

**ADJOURNMENT: The meeting concluded at 8:16 p.m.**

**Submitted by: Karen Briscoe 11-14-23**