**FLORA PUBLIC LIBRARY BOARD MEETING**

**MONDAY, JANUARY 8 , 2024**

**CALL TO ORDER: President Maralee Johnson called the meeting to order at 7:00 p.m. on Monday, January 8, 2024.**

**RECOGNITION OF VISITORS: None**

**PRESENT: Jon Akers, Karen Briscoe, Robbin Dickey, Joe Gilliland, Maralee Johnson, Doug Mack, Joe McCoy, Rebecca Stocke, Kari Warren, and Director Angela Garrett as well as Assistant Director, Tina McCormack. Absent: None**

**CORRESPONDENCE: A thank for the 2023 Christmas bonuses was received and read. The thank you was from: Angela Garrett, Tina McCormack, Melanie Dailey, Deidre Klein, and Melanie Porter.**

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

**LIBRARY DIRECTOR’S REPORT:** The overdraft protection has been applied for and is now in place. It doesn’t carry a fee unless it is used.

I talked to Jeff Gocey about the southwest heating unit. The new heat exchange unit will cost between $2900 and $3000. There is a 30 to 90 day wait to get the part. The other units should be able to keep the library at a comfortable temperature until it comes in.

After Jeff gave me the information, I called Mike Stanford and asked him if this was covered in our maintenance agreement with the city. He said he would check to see how much they had set aside for us. I also asked him for an update on the fire alarm upgrade. They had gone out for bids to do both buildings and have only heard from 1 company. He has instructed Chad to reach out to them one more time and if they don’t respond they will go with the one bid.

I let Kaci know that the board had voted to adopt the Mandatory Paid Leave Act and told her that we wanted the time off to be accrued. She needed a couple of other things that we had not discussed and had suggested that the library may want to have a formal policy for the act. I called Maralee and we came up with answers to the 2 things she needed to know to set us up on ADP. I have come up with a policy that includes these 2 points and a few others to cover us if situation should present itself.

Deirdre has been registered with IHLS to take training to be a barcoder cataloger. This means that after she is trained she will be allowed to search Polaris for a record that matches an incoming book and create a holdings record for that book.

I received an email from Ellen Popit at IHLS this week with a spreadsheet that lists and compiles the amounts of money that our patrons have saved over the year. Our total for the year is $483,304.31.

JW started installing the new part in Thursday and again on Monday. The part is now operational, though we did have the fire alarms go off several times. He said this is normal. Hopefully the stink will disperse quickly.

**COMMITTEE REPORTS: None**

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

**UNFINISHED BUSINESS: None**

**NEW BUSINESS:**

* **An update was provided concerning the Fire Alarm and HVAC repair. The update was presented, reviewed, and discussed.**
* **The policy for the Illinois Mandatory Paid Leave Law (PLAW Act) was presented for the 1st reading. It was reviewed and discussed.**
* **Other New Business: It was noted that retired teacher, Karen McMann, will be voluteering at the librsry during the week. She begins volunteering Tuesday, January 9th, 2024.**

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

**UPCOMING MEETINGS /EVENTS: None**

**OPEN: None**

**ADJOURNMENT: The meeting concluded at 7:17 p.m.**

**Submitted by: Karen Briscoe 01-08-24**