

# MORRISON-TALBOTT LIBRARY BOARD OF TRUSTEES

## 8 OCTOBER 2018 MINUTES

The Morrison-Talbott Library Board of Trustees met on Monday, 8 October 2018 at 6:30 p.m. in the library. President, Vickie Gardner presided. Trustees present included:

Vickie Gardner	P	Sharon Glessner	P	James Hopkins	A
Phillip Kelley	P	Andrew Mayer	P	Jared Nobbe	A
Kenneth Perkins	P	Judith Tomlinson	P	Rita Trantham	A

Others Present: Elaine Steingrubey, Library Director.

Sharon Glessner moved to approve the agenda. Andy Mayer seconded the motion. Motion carried.

Andy Mayer moved to approve the consent agenda. Judi Tomlinson seconded the motion. Motion carried.

The next Friends' meeting is scheduled for Wednesday, 10 October 2018 at 6:30 p.m. in the library. Among the topics of discussion will be the change in date for the Rubber Duck Hunt and the semi-annual Book Sale. The next Book Sale is scheduled for the first weekend in November 1, 2, and 3. Preview night will be Thursday the 1st from 4 – 8, with a \$5 admission charge. Friday's sale runs from 10 – 4. Saturday's from 10 – 3 with a \$2 charge per bag of books. The Friends are in need of help with both of these events. The support the group offers the library is greatly appreciated.

The Board will review and report on the Library's progress in meeting Chapter 8, Public Services: Reference and Reader's Advisory Services, of "*Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014.*" Elaine will prepare a summary of Chapters 6 – 10 of the Trustee Fact File and the Illinois Veterans' Project for the November meeting. She will also present a webinar on meeting the needs of patrons with challenges or disabilities. If you would like to check out the Illinois Veterans' History Project prior to the meeting, it can be found at <http://www.cyberdriveillinois.com/departments/library/public/veteransproject.html>.

The Library Director requested that the library close at noon on Tuesday, 18 December 2018 for a staff development meeting. The Per Capita Grant requires that the library staff also receive training on the meeting the needs of patrons with challenges or disabilities, familiarize themselves with the Illinois Veterans' History Project, and discuss Chapter 8, Public Services: Reference and Reader's Advisory Services, of "*Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014.*" In order for the entire staff to be able to fully engage in this training, it is beneficial to close the library during the training. Sharon Glessner moved to close the library at noon on Tuesday, 18 December 2018 for Staff Development Day. Andy Mayer seconded the motion. Motion carried.

President, Vickie Gardner, appointed the Standing Committees as follows:

Budget & Finance:	Ken Perkins, Jared Nobbe, Phillip Kelley
Building & Grounds:	Phillip Kelley, Sharon Glessner, Jim Hopkins, Rita Trantham
Bylaws & Long Range Plan:	Andy Mayer, Sharon Glessner, Rita Trantham, Vickie Gardner
Col. Morrison's Home:	Sharon Glessner, Jim Hopkins, Vickie Gardner, Phillip Kelley
District Library:	Rita Trantham, Judi Tomlinson, Ken Perkins
Ethics:	Judi Tomlinson, Andy Mayer, Vickie Gardner
Personnel:	Vickie Gardner, Jared Nobbe, Andy Mayer, Sharon Glessner
PR & Marketing:	Jim Hopkins, Jared Nobbe, Ken Perkins, Judi Tomlinson
Technology:	Jared Nobbe, Andy Mayer, Ken Perkins

The Board President serves on all committees.

Mike Schneider submitted an update on the construction projects at the library. The power-assist door operators are ready to be advertised for bids. He is checking on prices for shutters and talking with local carpenters to determine if there is an interest in crafting them locally. He had drafted a preliminary drawing for a meeting room downstairs and is working on some background information. He suggested that he meet with the library Building and Grounds committee to review plans and discuss options. The Building and Grounds Committee suggested 3 possible meeting dates and times and asked Elaine to contact Mike for his availability. One of the goals of this meeting is to gather enough information for the Board to decide whether or not to use reserve funds for the matching Live and Learn Construction Grant offered by the Illinois State Library.

The next Morrison-Talbott Library Board of Trustees regular meeting is scheduled for Monday, 19 November 2018 at 6:30 p.m. in the library. This meeting is on the third Monday of the month since the Library is closed on 12 November 2018 in honor of Veterans' Day. Judi Tomlinson made a motion, seconded by Sharon Glessner to adjourn the meeting. Motion carried. Meeting adjourned at 6:50 p.m.