

Board of Trustees Minutes
August 8, 2018
Graves Hume Public Library

The Board of Trustees of the Graves Hume Public Library met at 7 pm. Board members physically present were Trustees Rick White, Mark Elston, Martha Schmitt, Lucy Schmidt, Kim Abel, and Library Director Emily Kofoid,

*Ms Schmitt moved we accept the July board minutes. Seconded by Mr Elston. Motion approved.

*Ms Abel moved we approve the July Treasurer's Report. Seconded by Ms Schmitt. Motion approved.

*Ms Schmitt moved we approve the July Check Registry. Seconded by Mr Elston. Motion approved.

Correspondence: none

Director's Report:

*Director Kofoid is looking into obtaining mobile hot spots and other kinds of technology for the public to check out. Much discussion ensued about the cost, details, etc. The board encouraged her to share what she discovers.

*Summer Reading program went very well.

*Triple Service checked furnaces – all passed but 2 motors may be needing replacement.

*Tree and stump removal is recommended for a dead ash tree in front. A local company will be hired.

*Director Kofoid is completing the state required surveys IPLAR and ILL.

*Our internet support person (Casey) is no longer available. Director Kofoid recommended Quentech – a company which works with the Princeton Library and some businesses.

*Director Kofoid would like to have the staff become Voter Registrars, she is a Notary Republic, does need to be bonded and will check with our insurance regarding this.

Committees:

*Personnel and Policy – need to review the Employee Handbook, will meet on September 6th.

Old Business: none

New Business

*Director Kofoid would like to close the library for the staff to do first aid and CPR training. She plans to obtain an AED for the library.

*Board members were given copies of the 2017-2018 Budget and Appropriations and the proposed 2018-2019.

*RAILS time of delivery of books is before the library opens. Other libraries give the driver a key. Board members agreed the driver should be given a key.

*Per Capita FY 2019 requirements are that Board members need to:

- review chapters 6-10 of the Trustee Facts File 4th Ed.

- view online education focusing on needs of patrons with challenges and disabilities. When completed a certificate should be printed for library records.

-familiarize themselves with the Illinois Veterans History Project.

There was no closed session or visitors.

Ms Abel moved we adjourn the meeting at 8:13. Seconded by Mr Elston. Motion Approved