

Elizabeth Titus Memorial Library Board of Trustees Minutes

1. Call to Order

- Meeting called to order by: Nancy Elder (Board President)
- Meeting Location: Elizabeth Titus Memorial Library Board Room
- Meeting Date: 12-18-2018
- Time of Call to Order: 16:15

2. Roll Call

- Officers in Attendance: Nancy Elder (President), Lynn Elder (Treasurer), Cheri Rich (Vice-President), Mike McLaughlin (Secretary)
- Trustees in Attendance: Lyn Banning, Erin Wade, Ellen Feeler
- Board Members Absent: Bill Highland, Kathy Price
- City Employees in Attendance: Michelle Nolen (Library Director), Ann Short (Mayor)

3. Review/Approve minutes of previous board meeting:

- Date of previous minutes: 11-27-2018
- Motion made to: Approve minutes as presented
- Motion made by: Lynn Elder
- Motion Seconded by: Lyn Banning
- Aye Votes: Nancy Elder, Lynn Elder, Cheri Rich, Mike McLaughlin, Lyn Banning, Erin Wade, Ellen Feeler
- Opposed Votes: None
- Result: Motion Carried

4. Approve/Disapprove Treasurer's report and payment of bills:

- Motion made to: Approve treasurer's report and payment of bills
- Motion made by: Lynn Elder
- Motion Seconded by: Mike McLaughlin
- Aye Votes: Nancy Elder, Lynn Elder, Cheri Rich, Mike McLaughlin, Lyn Banning, Erin Wade, Ellen Feeler
- Opposed Votes: None
- Result: Motion Carried

5. Public forum acknowledgement:

- None present

6. Librarian's report:

- Presented by: Michelle Nolen (Library Director)

Discussions:

- Library will be closed December 24th, 25th, and 31st. Also January 1st 2019.
- The cookie exchange went well. 26 Adults participated. 14 Kids decorated.
- Ornament auction for kids room funding is going on and ends December 21st.
- Christmas movies December 21st and December 27th.
- Will be making "stress balls" on December 27th.
- STEM rollercoaster contest on December 28th K-12.
- Bethany's library will be closed all of January 2019 for a reset. ETML will be handling their patrons that month.
- Per-capita grant should be submitted by the end of next week.
- All staff had to watch training video on patrons with disabilities as per-capita grant requirement.
- Board members must watch a video also for that requirement as well.
- Trustee fact files were distributed to board members.
- ETML is participating in a "library crawl". For Illinois heartland only. January 3rd though January 9th.
- Motion made to: Approve librarian's report
- Motion made by: Lyn Banning
- Motion Seconded by: Ellen Feeler
- Aye Votes: Nancy Elder, Lynn Elder, Cheri Rich, Mike McLaughlin, Lyn Banning, Erin Wade, Ellen Feeler
- Opposed Votes: None
- Result: Motion Carried

7. Old business:

- Discussion about a digital sign for the library. Still waiting to hear about TIF funding.

8. New business:

- No new business to discuss.

9. Other business:

- No other business

10. Adjournment:

- Motion made to: Adjourn
- Motion made by: Mike McLaughlin
- Motion Seconded by: Cheri Rich
- Aye Votes: Nancy Elder, Lynn Elder, Cheri Rich, Mike McLaughlin, Lyn Banning, Erin Wade, Ellen Feeler
- Opposed Votes: None
- Result: Motion Carried

Meeting adjourned at: 16:29

These minutes respectfully submitted by:

Mike McLaughlin (Secretary)

A handwritten signature in black ink, appearing to read "Mike McLaughlin", is written below the typed name.

