

MINUTES
ELIZABETH TITUS MEMORIAL LIBRARY
BOARD OF TRUSTEES
January 24, 2017

The January meeting of the ETML Board of Trustees, held in the Library Board Room, was called to order at 4:30 p. m. by President, Nancy Elder. Those in attendance: Lyn Banning, Mike McLaughlin, Dave Walker, Ann Wheeler, Kathy Wood, Librarian, Michelle Nolen, Mayor, Ann Short. Lynn Elder, Bill Highland and Cheri Rich were absent.

The minutes of the December meeting were read. Ann made a motion seconded by Dave to accept as written. Voting was as follows: Ann, aye; Bill, absent; Cheri, absent; Dave, aye; Kathy, aye; Lyn, aye; Lynn, absent; Mike, aye; Nancy, aye. Motion passed.

Treasurer's report was given by Mike and approved subject to audit. Motion to accept by Mike seconded by Ann. Voting was as follows: Ann, aye; Bill, absent; Cheri, absent; Dave, aye; Kathy, aye; Lyn, aye; Lynn, absent; Mike, aye; Nancy, aye. Motion passed.

PUBLIC FORUM — ACKNOWLEDGEMENT:

1. Dan Flannel!, presented an overview of his new position as city administrator and how his job would relate to the Library.

LIBRARIAN'S REPORT:

1. Submitted ILNET traffic survey and interlibrary loan/reciprocal borrowing statistical worksheet on 1/5/17.
2. Submitted IL State Library certification 1/5/17.
3. Submitted Community Education Foundation Grant on 1/13/17.
4. Hired new circulation clerk.
5. Dan Guillory will present Lincoln's Legacy program on 2/16/17 from 6-7 p. in.
6. Discussed needed boiler maintenance due to worn out parts.
7. Set up date with Trustees for financial budget meeting for March ^{7^t} at 4:15 p. m.

NEW BUSINESS:

1. Mike made a motion seconded by Lyn to approve the Display Case Policy as written. Voting was as follows: Ann, aye; Bill, absent; Cheri, absent; Dave, aye; Kathy, aye; Lyn, aye; Lynn, absent; Mike, aye; Nancy, aye. Motion passed.

2. Nancy made a motion seconded by Ann to accept the Meeting Room Use Policy as rewritten. Voting was as follows: Ann, aye, Bill, absent; Cheri, absent; Dave, aye; Kathy, aye; Lyn, aye; Lynn, aye; Mike, aye; Nancy, aye. Motion followed.

3. Ann made a motion seconded by Dave to go into closed session for the purpose of personnel discussions (statute #5 ILCS 120/2 C (1) at 5:15 p. m. Voting was as follows: Ann, aye; Bill, absent; Cheri, absent; Dave, aye; Kathy, aye; Lyn, aye; Lynn, absent; Mike, aye; Nancy, aye. Motion passed.

4. Ann made a motion seconded by Nancy to go back into open session at 5:30 p. m.. Voting was as follows: Ann, aye; Bill, absent; Cheri, absent; Dave, aye; Kathy, aye; Lyn,

aye; Lynn, absent; Mike, aye; Nancy aye. Motion passed.

5. Lyn made a motion seconded by Ann requiring Scott Mast, new Children's Librarian, to obtain vehicular transportation by March ^{Pt} as a condition of continuing employment.

Voting was as follows: Ann, aye; Bill, absent; Cheri, absent; Dave, aye; Kathy, aye; Lyn, aye; Lynn, absent; Mike, aye; Nancy aye. Motion passed.

ADJOURNMENT:

Nancy made a motion to adjourn seconded by Dave. With no objections adjournment at 5:36 pm.

Respectively submitted,

A handwritten signature in cursive script that reads "Kathy Wood". The signature is written in black ink and is positioned above the typed name "Secretary".

Secretary