

Elizabeth Titus Memorial Library Board of Trustees Minutes

1. Call to Order

- Meeting called to order by: Cheri Rich (Vice-President)
- Meeting Location: Elizabeth Titus Memorial Library Board Room
- Meeting Date: 01-22-2019
- Time of Call to Order: 16:25

2. Roll Call

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

3. Review/Approve minutes of previous board meeting:

- Date of previous minutes: 12-18-2018
- Motion made to: Approve minutes as presented
- Motion made by: Lynn Elder
- Motion Seconded by: Ellen Feeler
- Aye Votes: Lynn Elder, Cheri Rich, Mike McLaughlin, Lyn Banning, Erin Wade, Ellen Feeler, Kathy Price, Bill Highland
- 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: Erin Wade
- Aye Votes: Lynn Elder, Cheri Rich, Mike McLaughlin, Lyn Banning, Erin Wade, Ellen Feeler, Kathy Price, Bill Highland
- Opposed Votes: None
- Result: Motion Carried

5. Public forum acknowledgement:

- None present

6. Librarian's report:

- Presented by: Michelle Nolen (Library Director)

Discussions:

- Laura and Michelle have been asked by the radio station to do a monthly show for the library on the first Wednesday of each month from 08:40 to 09:00 WTIM.
- Per-Capita grant was reviewed by the State on January 3rd and accepted on January 11th. This should be good to go.
- On 15th Michelle received a call from IHLS saying that she hadn't put in for the Per-Capita grant. But she was able to produce email confirmation that it had been reviewed and accepted.
- Polo shirts were received, but some didn't fit so they are being sent back for proper sizes before the logo stitching is done.
- Sent in a "grant" request for science kits from (IEEE) Illinois Electricians and Engineers. Should find out by middle of February.
- City electrical department is working on the wiring for the flag pole light and there is some ground torn up near the front entrance as that work is ongoing.
- ILNET traffic survey was completed and sent in on 01-03-19.
- State Library Certification was submitted on 01-04-19.
- New session of "Crazy 8's" match started on 01-21-19.
- The Sullivan band instructor is wanting to do guitar classes for the Library this summer. Surveys for the classes are going out but there has been a lot of interest so far.
- Walking book club is starting in March in Tabor Park. The plan is to run from March to October (depending on weather). The club will be meeting on Thursdays, but the time has not yet been firmed up.
- Sullivan is still under a winter weather advisory. Patrons are advised to call the Library prior to venturing out while this is in effect.

- Motion made to: Approve librarian's report
- Motion made by: Lyn Banning
- Motion Seconded by: Lynn Elder
- Aye Votes: Lynn Elder, Cheri Rich, Mike McLaughlin, Lyn Banning, Erin Wade, Ellen Feeler, Kathy Price, Bill Highland
- Opposed Votes: None
- Result: Motion Carried

7. Old business:

- No old business.

8. New business:

- Policy Reviews

Display case policy (no changes)

Meeting room use policy (no changes)

Reference Service Policy (put in Per-Capita grant requirement)

Reader's Advisory (new policy)

- Motion made to: Accept the policies as presented.
- Motion made by: Lynn Elder
- Motion Seconded by: Lyn Banning
- Aye Votes: Lynn Elder, Cheri Rich, Mike McLaughlin,
Lyn Banning, Erin Wade, Ellen Feeler,
Kathy Price, Bill Highland
- Opposed Votes: None
- Result: Motion Carried

9. Other business:

- No other business

10. Adjournment:

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

Meeting adjourned at: 16:38

These minutes respectfully submitted by:

Mike McLaughlin (Secretary)

