

MINUTES
ELIZABETH TITUS MEMORIAL LIBRARY
BOARD OF TRUSTEES
JUNE 27, 2017

The June meeting of the ETML Board of Trustees, held in the Library Board Room, was called to order at 4:40 p. m. by President, Nancy Elder. Those in attendance: Lynn Elder, Bill Highland, Mike McLaughlin, Kathie Price, Cheri Rich, Erin Wade, Kathy Wood and Librarian, Michelle Nolen. Lyn Banning and Mayor, Ann Short were absent.

All members of the Board of Trustees recited the ETML Library Trustee Oath of Office.

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

FINANCE COMMITTEE REPORT:

1. Treasurer's report was given by Lynn and approved subject to audit. Motion to accept by Lynn seconded by Bill. Voting was as follows: Bill, aye; Cheri, aye; Erin, aye; Kathie, aye; Kathy, aye; Lyn, absent; Lynn, aye; Mike, aye; Nancy, aye. Motion passed.
2. Lynn made a motion seconded by Bill to give raises to part time employees employed before January 1, 2017, effective on May 1, 2017. Voting was as follows: Bill, aye; Cheri, aye; Erin, aye; Kathie, aye; Kathy, aye; Lyn, absent; Lynn, aye; Mike, aye; Nancy, aye. Motion passed.

LIBRARIAN'S REPORT:

1. IPLAR sent on 6/16/17. New program documentation explained.
2. Michelle reported that Director's University was a very good learning experience.
3. Gas leak discovered, turned off and will soon be fixed.
4. One little tree in the landscaping is having trouble.
5. Library is following state requirements changing to LED lighting where feasible.
6. Reader's Bridge update. Library will be encouraging use of this program.
7. Summer reading program is going well.
8. Report on the "Library to You" program reaching out to nursing facilities.

OLD BUSINESS:

1. Discussed the vote taken at last month's meeting on free Library cards for non-resident city employees.

NEW BUSINESS:

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

2. Cheri made a motion seconded by Mike to approve the Freedom of Information Act Policy as revised. Voting was as follows: Bill, aye; Cheri, aye; Erin, aye; Kathie, aye; Kathy, aye; Lynn, aye; Lyn, absent; Mike, aye; Nancy, aye. Motion passed.

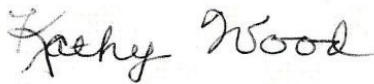
3. Cheri made a motion seconded by Lynn to approve the revisions to the Disaster Manual. Voting was as follows: Bill, aye; Cheri, aye; Erin, aye; Kathie, aye; Kathy, aye; Lynn, aye; Lyn, absent; Mike, aye; Nancy, aye. Motion passed.

Training and Per Capita Grant Board requirements were outlined by Michelle. Trustees are to read the Duties and Responsibilities handout. Mike will be in charge of preparing a short program for next month's meeting. Trustees were requested to tour the following web site: <http://www.cyberdriveillinois.com/departments/library/literacy/home.html>.

ADJOURNMENT:

Lynn made a motion to adjourn seconded by Cheri. With no objections adjournment at 5:25 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 printed name "Secretary".

Secretary