

## Elizabeth Titus Memorial Library Board of Trustees Minutes

### Call to Order

Meeting called to order by: Cheri Rich (President)

Meeting Location: Elizabeth Titus Memorial Library Board Room

Meeting Date: 11-26-2019

Time of Call to Order: 16:30

### Roll Call

- Officers in Attendance: Cheri Rich (President), Erin Wade (Vice- President), Lynn Elder (Treasurer)
- Trustees in Attendance: Ellen Feeler, Jennifer Love, Kathy Price
- City Employees in Attendance: Michelle Nolen (Library Director)

### Review/Approve minutes of previous board meeting:

- Date of previous minutes: 10-21-2019
- Motion made to: Approve minutes as presented
- Motion made by: Lynn Elder
- Motion Seconded by: Kathy Price
- Aye Votes: Cheri Rich, Erin Wade, Lynn Elder, Ellen Feeler, Jennifer Love, Kathy Price
- Opposed Votes: None
- Result: Motion Carried

### 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: Ellen Feeler

Aye Votes: Cheri Rich, Erin Wade, Lynn Elder, Ellen Feeler, Jennifer Love, Kathy Price

Opposed Votes: None

Result: Motion Carried

Public forum acknowledgement:

None present

Librarian's report:

Presented by: Michelle Nolen (Library Director)

Discussions:

After successfully presenting at ILA, it was recommended by peers that we apply for a tech grant that is typically received by larger libraries. Michelle plans to look into it.

The Champaign newspaper is now coming through the mail, with no Sunday paper received.

Safe Trick-or-Treat was a success, considering the weather. 161 people came through, and hot chocolate was served. It was only half as many as last year.

A HS mentoring student has started at ETML and is present from 12:30-3:15 Monday through Friday.

The Ten Minute Runner class has been successful, with two more times being offered, 12/2 and 12/9.

A Homemade Ornament Auction will again be held on Dec 20, with proceeds going to the Children's Program.

There will be Cookie Decorating and a Cookie Exchange held on Dec 18.

We participated in the Document Disposal Day with the City on 11/12, but there is still a lot to go through and properly dispose of.

Our next meeting will be held Dec 17, due to Christmas.

Building 1225 has been hosting open times for free play at the same time as our story time, as well as the Beacon's Bright Start on Thursday's. Erin is looking into the timing and availability/conflict.

Michelle introduced the Kanopy subscription opportunity, which is a "per click" charge for various documentaries and educational videos. The trial ends Dec 6. She is getting quotes for pricing options to consider.

Motion made to: Approve librarian's report  
Motion made by: Lynn Elder  
Motion Seconded by: Jennifer Love  
Aye Votes: Cheri Rich, Erin Wade, Lynn Elder, Ellen Feeler,  
Jennifer Love, Kathy Price  
Opposed Votes: None  
Result: Motion Carried

Old business:  
No old business

New business:

The Patron Conduct Policy was presented

A date needs to be set to review minutes for closed sessions. Closed minutes need to be reviewed within the next 6 months, as this hasn't ever been done, and is supposed to be done regularly. They need reviewed to decide what then goes public and what remains closed. We will set a meeting time at our December meeting, after Mike checks into the records that we need to review.

Motion Made to: Approve the Patron Conduct Policy as presented  
Motion made by: Jennifer Love  
Motion Seconded by: Ellen Feeler  
Aye Votes: Cheri Rich, Erin Wade, Lynn Elder, Ellen Feeler, Jennifer  
Love, Kathy Price

Opposed Votes:               None  
Result:                        Policy Approved

Other business:

Reminder for trustees to review Trustee Fact Files (Chapters 11-13)

Reminder for trustees to review a video for Organizational Management.

Adjournment:

Motion made to:               Adjourn

Motion made by:               Lynn Elder

Motion Seconded by:        Ellen Feeler

Aye Votes:                    Cheri Rich, Erin Wade, Lynn Elder, Ellen Feeler, Jennifer  
Love, Kathy Price

Opposed Votes:               None

Result:                        Motion Carried

Meeting adjourned at: 16:57

These minutes respectfully submitted by:

Erin Wade (Vice President/Acting Secretary)

