

Elizabeth Titus Memorial Library Board of Trustees Minutes

1. Call to Order

- Meeting called to order by: Cheri Rich (President)
- Meeting Location: Elizabeth Titus Memorial Library Board Room
- Meeting Date: 09-24-2019
- Time of Call to Order: 16:27

2. Roll Call

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

3. Review/Approve minutes of previous board meeting:

- Date of previous minutes: 08-27-2019
- Motion made to: Approve minutes as presented
- Motion made by: Lynn Elder
- Motion Seconded by: Ellen Feeler
- Aye Votes: Cheri Rich, Mike McLaughlin, Jennifer Love
Ellen Feeler, Ann Short, Lynn Elder
- 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: Ann Short
- Aye Votes: Cheri Rich, Mike McLaughlin, Jennifer Love
Ellen Feeler, Ann Short, Lynn Elder
- Opposed Votes: None
- Result: Motion Carried

5. Public forum acknowledgement:

- None present

6. Librarian's report:

- Presented by: Michelle Nolen (Library Director)

Discussions:

- The library received its Per Capita Grant check.
- Mattoon and Decatur paper is not being delivered due to a lack of carriers. No credit, but the paper is "extending" the paper subscription. There is concern that they will "forget" and try to charge the library at the regular resubscription time. Some patrons have been inconvenienced.
- Homeschool class started two weeks ago (Thursday), and the library has twenty-seven students. Not all from Moultrie county. Has been going well so far.
- Homeschool costs have gone up, but are still only around \$300.00.
- The library's broken window is to be replaced this month at a cost of \$340.00.
- The doors for the bathrooms have outdoor style "door closers" on them, which is why they are more difficult to open. Adjusting will not work, so both will need replaced.
- The outside doors also need to be replaced (about 40 years old). The outside door closers are about \$350.00 per door (labor not included). Michelle is looking into refurbished ones to lower the cost. We might do a door "here and there" to spread out the cost.
- We might also look into putting a handicap entry on the north side as well.
- The Pre-K class only has three students this year.
- No "Matter of Balance" classes right now. The Senior Center schedules these and didn't have any signups.
- The Crazy 8s math club has started back up.
- The library is growing caterpillars for STEM science kits for home school program.
- Laura and Michelle are considering paths for further education (e.g. LTA certificates or masters degrees in library science).

- Motion made to: Approve librarian's report
- Motion made by: Ann Short
- Motion Seconded by: Ellen Feeler
- Aye Votes: Cheri Rich, Mike McLaughlin, Jennifer Love
Ellen Feeler, Ann Short, Lynn Elder
- Opposed Votes: None
- Result: Motion Carried
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7. Old business:

- No old business

8. New business:

- STEM kit policy reviewed. This covers the liability of the patrons that make use of the library resources in case of damage or loss. (also had a caterpillar and mini-robot demonstration).

- Motion made to: Approve the STEM Kit Policy
- Motion made by: Mike McLaughlin
- Motion Seconded by: Ann Short
- Aye Votes: Cheri Rich, Mike McLaughlin, Jennifer Love
Ellen Feeler, Ann Short, Lynn Elder
- Opposed Votes: None
- Result: Motion Carried

9. Other business:

- Reminder for trustees to review Trustee Fact Files (Chapters 11-13)
- Reminder for trustees to review a video for Organizational Management.
- Michelle will not be available for the normal meeting on the 10-22-19 due to ILA conference. We will need to move the meeting.

- Motion made to: Change meeting date from 10-22-19 to 10-21-19
- Motion made by: Jennifer Love
- Motion Seconded by: Ellen Feeler
- Aye Votes: Cheri Rich, Mike McLaughlin, Jennifer Love
Ellen Feeler, Ann Short, Lynn Elder
- Opposed Votes: None
- Result: Motion Carried

10. Adjournment:

- Motion made to: Adjourn
- Motion made by: Lynn Elder
- Motion Seconded by: Ann Short
- Aye Votes: Cheri Rich, Mike McLaughlin, Jennifer Love
Ellen Feeler, Ann Short, Lynn Elder
- Opposed Votes: None
- Result: Motion Carried

Meeting adjourned at: 16:44

These minutes respectfully submitted by:

Mike McLaughlin (Secretary)

