

Talcott Free Library Board Meeting
January 4, 2016
7 PM

Mission Statement: The Talcott Free Library District provides current materials in a variety of formats, preserves local history, supports educational endeavors, and supplies community information.

Present: Bailor, Eggers, Kovanda, Mohring, Stevens, Zimmerman, Gove
Absent: Butler

The meeting was called to order by President Kovanda.

Public Comment: None

Secretary's Report: Stevens moved to approved last month's minutes seconded by Zimmerman. The motion was approved unanimously.

Treasurer's Report: Stevens reported that last year we ran out of money toward March and borrowed money from the working cash fund. With automatic payments and use of Quick Books what goes out and what comes in are more reflective with where we actually are financially in the reports. We will end up in the same position again this year and could use the IL Working Interest to cover ourselves as has been done previously. Or in future we should possibly subtract amount borrowed previous year and base budget on that amount. Additionally, Gove reported that next year is a tech replacement year and right now is estimated to be \$50,000 but that is just one estimate. E-rate reimbursement varies from year to year so difficult to know how much will be received to help cover the cost. Stevens stated that a referendum could be initiated to help obtain additional monies. Mohring concerned that with future changes to the library we will face having less money due to unforeseen expenses. Gove will look into pulling a budget analysis for the last five years to see if any particular trends show up. Kovanda reported that assessed property values went down in recent years so our tax revenues went down as well. Recently a letter was received notifying us that at least ten business properties were asking to be assessed under a million dollars which means that levies will go down. Tax revenues are received at the end of May - not in line with our fiscal year which doesn't help. Mohring moved accept report seconded by Bailor.

Librarian's Report:

Reconciliation summary was accurate. Gove has been trying to save money by eliminating supply costs as much as possible- she will look to see where this is adding up. Zimmerman moved to approve, seconded by Eggers.

Donations from Dale Seiberling: \$500 for immediate purchase of books; \$1000 received to put into CD. However, CD does not allow deposits. Stevens will check with Bonnie at bank to see what we can do with the money for now. Gove will send thank you and short financial report on CD to the Seiberlings.

Marianne's retirement: Friends of Library paid for party, about 250 people attended. We will have to pay out her vacation next month as she rarely took any. Will be terminated from IMRF by next month.

Jen will be coming back from maternity leave. Gove will be working out schedule for her to come back. She doesn't cover desk so her hours can be flexible for her.

Gove has been rearranging her office. The flooring will need replacement at some point. She has put some insulation in the staff bathroom to help with poor heating.

Building and Grounds report:

Nason's did a great job clearing the snow/ice from recent ice storm.

Old Business:

None

New Business:

Discussion of meeting date for training with David Allen: Mohring has arranged for David to come on 01/16 from 8:00-12:00. He will go over Fundraising How-To's, Creating Names List and Role-play how to discuss with public.

Desired outcomes: Gove would like assistance on how to explain past and reason for construction and how it can best be presented to public. What type of people to look for to join fundraising committee and handle the fundraising (coordinating efforts) (and be possible future board members). What works in a well-run fundraising campaign.

Kovanda suggested that board comes up with a policy regarding closing the library due to weather (i.e. Last Monday's ice storm).

Gove would like to go through policy manual during March meeting to make sure everything is up to date and make any necessary changes.

Zimmerman moved to adjourn, seconded by Mohring. 7:58 PM. The next regular meeting of the library board will be February 1, 2016 at 7:00 PM.