

Talcott Free Library Board Meeting

June 6, 2016

7:00 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, Butler, Kovanda, Mohring, Stevens, Zimmerman, Gove

Absent: Eggers

The meeting was called to order by President Gary Kovanda.

In the absence of Leslie Eggers Cheryl Butler agreed to serve as secretary.

Public Comment: None

Secretary's Report: A motion was made by Alan Mohring to accept the corrected minutes from last month meeting, second was made by Cliff Stevens. The motion was approved.

Treasure's Report: Cliff Stevens reported May expenses were \$47,198.76. The Working Cash fund is at \$14,463.67. Alan Mohring's gift of \$10,000 for David Allen's fees was moved to the Illinois Working Int. This will allow it to maintain its availability to us and earn a higher rate of interest than a short term CD. The first 2015 property tax installment was received on May 27 totaling \$55,123.84. The Sweep account was reestablished. Stevens provided visual aids showing library expenses versus the check book balance over the course of the year and library spending versus our intended spending. Stevens commented that currently our spending is slightly above our plan. Stevens announced that this will be his last meeting as treasurer on the library board. Kovanda requested that he send a note to Megan Gove stating his resignation with a date and time. All members thanked Stevens for his time and dedication to the library and wished him well. Sally Roehl will fulfill Stevens's position. Since the length of Stevens remaining term exceeds 28 months Roehl will be required to solicit signatures and run for a board position in the next election for a two year term. The motion was made by Zimmerman to accept the treasurer's report. Bailor second. The motion was approved.

Librarian's Report: Megan Gove reported that the check book reconciled. Gove also reported that the library suffered a server failure. Repair work on the server indicated it was irreparable and a replacement was installed free of charge. Mary Zimmerman moved to approve the librarian's report and pay the bills. Mike Bailor second. The motion was approved.

Summer reading program began June 1st "Read for the Win". It was received by the community with enthusiasm.

Building and Grounds report: No issues

Old Business: Discussion about the Feasibility study. David Alan is creating a case statement. This is a letter to be sent from the library to potential supporters asking if they would be interested/willing to discuss the fundraising program.

New Business: The Estimated Budget for the Fiscal Year 2017 was presented. The previous year's budget was used as a guide to determine the new budget. Discussion followed. The intended budget will be adjusted and reviewed at the July meeting. Three new items were added to the Expected Revenue portion of the budget, eScrip, Building Expansion Fund, and Fund Transfers. We need to submit our FY 2017 budget by September, 2016.

Next Year's meeting dates – Dates for 2017 were provided to each Board member. Meetings will be the first Monday of each month except for the meeting on July 4th 2016 will be on July 5th because of the 4th of July holiday and the meeting on September 5th 2016 will be on the 6th, because of Labor Day holiday. All meetings will be at 7:00pm. A motion was made by Mohring to accept meeting dates. Zimmerman second. The motion was approved.

FLSA discussion of Director's wages - As the Library Director, Gove excused herself from the meeting. The Board discussed the three options we can use to address the new requirements: by raising the salary to the threshold amount; by paying overtime for all hours worked over 40 hours per week; or by entering into an agreement that the Director receive compensation time off for all hours worked over 40 hours. The decision has to be made by December 1st 2016.

Auditor Engagement letter – We received a letter from Lombardozzi, Moses, Quimby & Co. to prepare the library audit for \$6700.00. This is a \$200.00 increase over last year. Kovanda asked Gove to prepare a letter inquiring about the reason for the increase in cost and state that we will engage them for \$6500.00. A motion was made by Mohring to approve the letter. Stevens second. The motion was approved. Gove will prepare the letter and Kovanda will sign it.

Non-resident fee decision – The non-resident library fee will continue to be a tax based assessed value. This means for library use, non-residents would pay an amount equal to that of a property tax payer in our library district.

New treasurer- Gove shared that Sally Roehl, our new library board member suffered a mild stroke and may be unable to attend July's meeting but is recovering nicely.

Zimmerman made a motion to adjourn the meeting. Stevens Second at 8:55 pm. The motion was approved. The next regular meeting of the Talcott Free Library board will be on Tuesday, July 5th at 7:00 pm to accommodate the Monday, July 4th holiday.

Respectfully submitted by,

Cheryl Butler