

Talcott Free Library Board Meeting  
March 7, 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, Butler, Eggers, Mohring, Stevens, Zimmerman, Gove  
Absent: Kovanda

The meeting was called to order by Mohring.

Public Comment: None

Secretary's report: Zimmerman moved to approve, seconded by Butler. The motion passed unanimously.

Treasurer's report: Stevens showed the board graphs depicting expenditures for the year thus far. Combined sweep and checking are currently at \$51,000. Illinois working interest is \$53,000. Roughly \$100,000 left and that should last next three months. Gove reminded board that we will be receiving reimbursements from E-rate which are about \$9,000. County will notify us of any levy adjustment next month. We are still working within budget if we divide it by 12 months. However, we are starting to get low on funds as is typical. \$30,000 was transferred to checking from sweep to keep checking at \$50,000 and to keep Sweep account working. \$1500 in deposits received, but no tax money. Discussion regarding planning next year's budget as well as discussion regarding library policy on how and when checks are signed to pay bills. Zimmerman moved to approve the treasurer's report seconded by Butler. Motion carried.

Librarian's report: Gove reviewed the invoices for February, monies received from eScrip and petty cash (some of which was TIF money from village). Everything reconciled. Overdrawn for PALS online because we paid the full amount. Will be okay when we receive reimbursement fees. Also since we are now paying staff bi-weekly, there is a charge for direct deposit. These are things we will have to look at including in next year's budget. Bailor moved to accept the librarian's report and pay the bills. Stevens seconded and the motion was approved unanimously.

Gove reported that Peter said to redo the library website would cost \$7500. Might be better to wait and do new website with new building. Google analytics could be used to see how site is being used by public and what they are using. This would cost around \$150-\$200 for Peter's time to embed it into the code. This would give us a better idea of how to build a new website. Mohring suggested putting a survey on now for public to complete as well. Mohring moved to let Gove have Peter put the analytic survey onto the website, seconded by Eggers. The motion passed unanimously. Gove would like to attend The Public Library Association conference in Denver, CO from April 5-9. Friends will pay for \$200 of the cost (\$700) of the conference. Gove will have to overdraw budget line in the PerCapita grant by about \$300 to make up the rest of the cost. She does not plan to attend the Illinois Public Library Association conference again because she did not find it helpful. Gove would like to attend seminars on fundraising, staying open during renovations, and managing people who used to be co-workers seminars thus far. Gove hopes to meet other librarians to network with about current library. Mohring moved to approve Gove's trip to PLA, seconded by Zimmerman. Approved unanimously.

Building and Grounds: One of the light ballasts is out and Elmer is coming out to fix it. No leaks in the roof so far. Still working on how to get heat into staff bathroom.

Old Business: Joint Board review meeting for village was attended by Gove. Nothing major to report. Gove reported on additional information received regarding Gemini upgrade. Approximately \$4000 for switches. Sysco firewall needs to be replaced for \$4647. Just under \$9000 is what we have to spend. The fat pipe does not have to be replaced right now, nor do we have to have it. It is only a backup in case something happened to our system. We may need to look at the cost of keeping that in the future. UPS (uninterruptible power supply) will need to be replaced but this only occurs when battery dies. This could probably be put off until that time (cost of replacement is approximately \$1000). Wireless network could be improved for \$6000 - right now it is kind of cobbled together. Phone system should be upgraded (automated answering system and one voice mailbox) for \$3000. Overall cost should be closer to \$12,000 for necessary overall if some things are cut out of original quotes. E-rate should pay for some of this.

New Business: Policy manual review completed. Table of contents changes need to be made for location of some policies. Majority of changes need to mainly be wording. Page about standing committees needs to be removed as there are none at this time. Need new strategic plan - last one was done approximately 10 years ago. Board will consider changes and will discuss and vote on before changes are made to manual.

Zimmerman moved to adjourn, seconded by Bailor. The meeting was adjourned at 8:45 PM. The next regularly scheduled meeting of the library board will be Monday, April 4th 2016 at 7:00 PM.

Respectfully submitted,

Leslie Eggers  
Secretary