

Talcott Free Library Board Meeting
May 2, 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

Visitors: Sally Raehl and MaryLou Sprague

The meeting was called to order by President Kovanda.

Public Comment: None

Secretary's Report: A motion was put forward by Mohring to accept the corrected minutes from last month, seconded by Zimmerman. The motion was approved unanimously.

Treasurer's Report: Stevens reported April expenses were roughly \$37,000 due to three payrolls in April. The working cash fund is at \$24,000. A gift of \$3000 was received from Rockton Lions Club to be used for materials and programs for visually and hearing impaired patrons. The donation will be deposited into checking and a spreadsheet will be kept of purchases.

A thank you note will be sent now and then another outlining what was actually purchased. Stevens reported that the library is currently working within our budget. Stevens discussed our income for the year. We estimated \$404,260 from the tax levy but our actual was \$386,258. According to the tax bill just received, starting in July we will get \$393,755 for the coming year. We should probably be setting the budget closer to the \$393,755 when we plan the new one so that we are not always going over what we have budgeted. We are lower on the income side which makes it difficult to budget accurately. We will be using all our working cash interest and cashing a CD (the working cash CD) to cover June expenses. The CD is not due until November and the penalty will be about \$200. Estimate we will need approximately \$30,000 to cover expenses until end of June. We will have about \$21,000 left over to start a new CD. Illinois Department of Revenue has determined that they have overpaid so we will not be getting the full amount of tax revenue in the future. Zimmerman moved to approve the treasurer's report, seconded by Eggers. The motion carried.

Librarian's report: Gove reported that reconciliation for the month came out fine. We have received three reimbursements for E-rate which equaled about \$1000 total. We will also be getting around \$9000 from I-fiber reimbursement. Mohring moved to approve the librarian's report and pay the bills, seconded by Bailor. The motion was approved unanimously.

Mohring gave a donation for the fundraising campaign to cover the cost of the feasibility study. Stevens will talk to the bank to see into which account the donation should be deposited.

The summer reading program starts June 1st. The Rockton River Market also starts that day. Library will be hosting a booth from 4-8 on one Wednesday a month. The July board meeting will be changed to Tuesday July 5th in order to accommodate the Fourth of July holiday.

Gove contacted the company that leases the library's credit card machine. It currently does not take a chip. The company will send a new machine at no cost to the library.

Gove suggested that board members may want to change their e-mail accounts from personal to something new so that they are not subject to FOIA.

Lori and Kristie Dantuma (pages) have resigned. Two new pages have already been hired.

Building and Grounds: An Illinois Department of Labor e-mail was sent to Kovanda and Stevens regarding a prevailing wage survey. Anderson and Brian Elmer are only two businesses we have contracted with for construction or maintenance. Gove will provide them with the information.

Old business: Policy Manual Review and approval of updates that were proposed. Stevens put forward some suggestions for additional clarifications that might need to be added to some policies. Gove will compare policies of another district library that is similar to our and see if our policies need to be more all-encompassing. The findings will be discussed at the next meeting. Stevens moved to approve the bylaw changes that had already been distributed, seconded by Mohring. The motion carried.

Feasibility study update: Steering committee met with David Allen. Committee is moving forward with the study and will be meeting again at the end of the month.

The Dairyhaus lease was signed by Kovanda and Eggers. It will be scanned and forwarded for Annie Murray to sign. The rent has been raised to \$4200 per month for this coming year.

New business: Budget planning: The process typically includes two trustees and the librarian, but can be more trustees if they wish to participate. Since we are looking at making some changes to the budget it might be best if more people are present. The meeting is planned for May 20 at 10:00 am.

Zimmerman moved to adjourn, seconded by Mohring at 8:11 pm. The next regular meeting of the board is Monday, June 6 at 7:00 pm.

Respectfully submitted by,

Leslie Eggers
Secretary