

# Edward Chipman Public Library Board Meeting

## March 26, 2019

- I. Call to order: Judd called the meeting to order at 7:00 p.m. Roll call was taken with board members: Judd, Johnson, Koch, Lovell, Lund, Schurman, and Schroeder, as well as director Adkins in attendance.
- II. Public Comments: Members of the Historical Society were present to discuss historical pictures currently located at the library. A thumb drive was presented with the pictures in question. Several members spoke regarding the ability of the library and Historical Society to work together for the betterment of the community.
- III. Secretary's Report: The Secretary's report was reviewed. A motion was made by Judd, and seconded by Johnson to accept the Secretary's report.
- IV. Treasurer's Report: The financial report for February was reviewed. Schurman motioned that we accept the financial report for February and Koch seconded it. The financial report was accepted.
- V. Librarian's Report:
  - A. The library was awarded the full amount for the Per Capita Grant.
  - B. Library patrons are now really utilizing the Interlibrary Loan Program.
  - C. Students are utilizing the Axis 360 e-book program.
  - D. Shred Day will be held May 18th 10:00-12:00 pm.
  - E. The library has received historical materials from two local families.
  - F. 24 people were present for the quilting class.
  - G. Math lab is being held Tuesday after school. Currently the library is providing the tutoring.
  - H. Lego night had 61 people consisting of 14 teams.
  - I. All weeks are planned for summer reading and the staff is now preparing crafts. New books are being ordered.

VI. Old Business

- A. The Public Comment Policy was reviewed. Judd motioned that the policy be accepted as written. Schroeder seconded the motion. A roll call vote was taken. All members voted yes to accept the policy as written.
- B. The Grievance Procedure Policy for employees was reviewed. Koch motioned to accept the policy as written. Judd seconded the motion. A roll call vote was taken. All members voted yes to accept the policy as written.
- C. The transformation of the basement into a library meeting room was discussed and the plan reviewed. There would be no increase in insurance to remodel this space. Koch motioned that the board/director proceed with the plan to transform this space into a meeting room. Schroeder seconded the motion. A roll call vote was taken. All present voted yes to proceed with the Meeting Room project.
- D. The Donation and Historical Policies was discussed. Policies from other libraries were reviewed. Lovell will update this policy according to the discussion and present at next meeting for a vote.

VII. New Business:

- A. A small crack in the foundation was discussed. Schurman will check into the possibility of a simple fix of this problem.
- B. The Intergovernmental Agreement with the Momence School District was discussed. The contract was written for two years. Lovell motioned that we accept the document as written. Schurman seconded the motion. A roll call vote was taken. All members voted yes to accept the Intergovernmental Agreement with the Momence School District.

VIII. Closed Session:

- IX. Adjourn: Lund motioned to adjourn. Koch seconded the motion. The meeting adjourned at 8:50 p.m.