

FLAGG-ROCHELLE PUBLIC LIBRARY DISTRICT

Board of Trustees - Regular Session

Minutes: July 20, 2017

Trustees Present: Jacqueline Dickow, Mary Merema, Teresa Haggstad, Sue Sevedge, Lanning Nicoloff, Darci Waltrip, R. Michael Scanlan.

Absent: none

Also Present: Sarah K. Flanagan, Library Director; Connie Avery, Assistant Director.

Call to Order: Board President, Jacqueline Dickow called the meeting to order at 7:04pm.

Minutes: A motion was made by Mrs. Sevedge and seconded by Ms. Waltrip to approve the minutes of the June 15, 2017 meeting. The motion carried.

Finances: The Vendors' List from July, 2017 was presented. It was pointed out by Mrs. Flanagan that the bill for Anderson Plumbing would be changed to \$148.50 from General Fund for maintenance and repairs and \$3,508.65 would come from the Insurance Fund. A motion was made by Mr. Scanlan and seconded by Mrs. Haggstad to accept the Vendors' List. The motion carried. Mrs. Flanagan distributed the report on the first tax distribution for 2017. She also presented the financial report for June and the financial report for FY2016-2017. Mrs. Flanagan reported that with the funds remaining and the tax distribution, that it was suggested that we move \$100,000 from First State Bank to our saving account at Stillman Bank. A motion was made by Mr. Nicoloff and seconded by Mr. Scanlan to transfer these funds. The motion carried.

Unfinished Business: Mrs. Flanagan reported that she had received an email from Sue Messer, Acting City Manager concerning the Rochelle Railroad property annexation. The Library would be included in a hearing for annexation at which time we could develop an ordinance to be included in the annexation. A motion was made by Mrs. Sevedge and seconded by Mrs. Merema to work with the city as they proceed with this venture. The motion carried. The Water Project/Lead Testing will be done the last week of July. Costs for this will be coming from the Insurance Fund. Mrs. Flanagan reported that Ray Gruber had begun work on updating the lighting. The bulbs are being purchased through Do-It-Best at a cost of \$14.85 per bulb. He has started the job in the lower level.

Recognition of Visitors: There were none present.

Committee Reports: none

New Business: Mrs. Flanagan presented the working budget for FY2017-2018. A motion was made by Mr. Scanlan and seconded by Mrs. Sevedge to hold the Public Budget Hearing on Thursday, August 17 at 7:00pm. The motion carried. The Director asked for volunteers to conduct the Secretary's Audit. Mrs. Sevedge and Ms. Waltrip have volunteered. Holiday hours for 2017-2018 were presented. Following discussion, a motion was made by Mr. Nicoloff and seconded by Mrs. Merema to set hours for the winter holiday as: December 22, close at 5:00pm, close to public on December 23, 24, 25, 26, open to public Wednesday, December 27, Staff In-Service days December

28, 29, closed December 30, 31, January 1, 2, resume regular hours on Wednesday, January 3. The motion carried. Mrs. Flanagan reported that the Illinois Public Library Annual Report (IPLAR) will be due September 1. The Library's Annual Book Sale will be held beginning Saturday, August 19. She also reported that she had been in contact with Joe Wyatt concerning sealing, repairing and striping the parking lot. He had given her a total bid price of \$555.00. A motion was made by Mr. Nicoloff and seconded by Mrs. Sevedge to proceed with this project. The motion carried.

Librarian's Report: Mrs. Flanagan reported that it had been two years since she had become the Library Director. Many changes have been made, many challenges met, and she thanked the Board for their support through this time. Summer programming is coming to a close. Our activities included visits from Hoo Haven and the Discovery Center and the stuffed animal sleep-over. We will finish our summer with the party at Spring Lake Pool on July 29. The Library participated in Rochelle's 4th of July parade, and plans are underway for participation in the Lincoln Highway Heritage Festival parade in August. The annual Book Sale will begin on August 19 and will continue for the following week. Unsold materials will be donated to the Mabley Center in Dixon. The Library will be hosting a Blood Drive on August 7 from 12-5pm. We will be participating in the National Night Out on August 1. Tina Yagow has resigned from her position to move to Downs, Illinois. We have been contacted by Knutte and Associates and August 14th has been set for the date of the audit.

Adjournment: Mrs. Merema moved and Mr. Scanlan seconded the motion to adjourn the meeting at 7:48pm.

Connie S. Avery
Recording Secretary

Approved: