

Columbia Public Library

Board Meeting

April 10, 2018

The April meeting of the Columbia Public Library Board was called to order by President Dan Brutton at 7:01. In attendance were Barry Krizan, Diane Stechmesser, Annette Bland, Kathleen Habermehl, Dan Brutton, and Cindy Waldemer.

1. **Approval of Minutes** Motion was made by Barry Krizan and approved by Kathleen Habermehl to approve minutes. Motion passed.
2. **Public Comment** No requests to speak were submitted.
3. **Treasurer's Report** In the absence of the treasurer, the Board reviewed the submitted report. Notice was made that unemployment taxes had been raised and this item was over what had been budgeted. Barry Krizan made motion to approve report. Diane Stechmesser seconded. Motion passed.
4. **Approval of Current Bills** Barry Krizan made motion to approve payment of current bills. Kathleen Habermehl seconded. Motion passed.
5. **Correspondence** Library Director Annette Bland received letter from the family of Jean Eckert thanking the library for flowers that were sent.
6. **Old Business**
 - Good Friday The library remained open and circulation numbers were comparable to regular scheduled hours.
 - WiFi Hotspots These devices should be in place and ready to circulate by the end of May.
 - CPR Training All staff will have completed training by April 24th. The staff is now scheduled for first aid training.
 - New Hire Eleven applications have been received. The deadline is April 13th.
 - Per Capita Funds A check was received on April 2nd in the amount of \$7536.90.
 - Trustee Reappointments Approval is scheduled for the April 16th City Council meeting. Names submitted include Shane Watson, Kathleen Habermehl and Rodney Schreckenber.
7. **New Business**
 - Patron Incident Vandalism to library furniture and floor was discovered on March 30th. Officer Hopkins handled incident. Decision was made to send certified letter to parents of youths involved, banning youths from the library until an apology letter is written to the library. This is required before readmittance is granted. Motion was made by Diane Stechmesser and seconded by Kathleen Habermehl. Motion passed.
 - Targeting Autism Forum Stephanie Duvall will attend this event May 17th -18th. This event is held at the Illinois State Library in Springfield. Barry Krizan made motion to fund up to \$200 for mileage and food expense. Kathleen Habermehl seconded. Motion passed.
 - Non-Resident Fee Motion was made by Kathleen Habermehl and seconded by Diane Stechmesser to set the fee for the fiscal year 2019 at \$79 per household. Motion passed.
 - Meeting Dates 2018-2019 Motion was made by Diane Stechmesser and seconded by Cindy Waldemer to set and approve meeting dates. Motion passed.

Gift Agreement Form Board discussed update proposed on form. Barry Krizan made motion to approve updated form. Diane Stechmesser seconded. Motion passed.

State of Illinois Comptroller State proposed unclaimed check event for April 18th from 2-4 at library. Library Director Annette Bland was concerned about late notice and would contact State to see if this could be held at later date.

Roof Repair There is ongoing leak. This will likely lead to a section of roof being replaced.

Billboard Plans are underway to have our library displayed on billboard next to highway on approach to J.B. Bridge.

Board/Staff Social Discussion about event on a Friday between 5:00 -7:00.

National Library Week Kathleen Habermehl will coordinate lunch on Wednesday and dessert on Friday for the staff. Barry Krizan made motion to fund this event up to \$250. Cindy Waldemer seconded. Motion passed.

Donations/Memorials Memorial for Delbert Straub \$10. Donation by Pat McMullen for \$10.

Stats New Items 340, Circulation 6611

8. **Adjournment** Diane Stechmesser made motion to adjourn. Kathleen Habermehl seconded. Meeting adjourned at 7:50.

Diane Stechmesser