

DIVERNON TOWNSHIP LIBRARY BOARD MINUTES OF MEETING HELD JUNE 5, 2018

President Linda Baer called the meeting to order at 6:00 p.m. She then asked for the roll to be called: Linda Baer, Susie Darling, Kathi Katcher, Mary Lou Fugate, Cory Goleman, and Jane Emerson were present. Jake Rettberg was absent.

The secretary's report was read and approved. Motion was made by Cory Goleman and seconded by Kathy Katcher to accept the minutes. Motion carried.

The president then asked for the treasurer's report. After discussion a motion to accept the report was made by Susie Darling and seconded by Cory Goleman. Motion carried.

Discussion was had on paying for subcontracted administrative assistant. A motion was made by Mary Lou Fugate, seconded by Jane Emerson to pay Cathy Goleman \$15.00 an hour to compensate her for the hours she has worked assisting the new librarian. Motion carried.

The board discussed implementing a Security Camera Policy. Cory Goleman made a motion to accept this policy. Kathy Katcher seconded. Motion carried.

Cory Goleman made a motion, seconded by Kathy Katcher, to increase the treasurer's surety bond limit to \$40,000. Motion carried.

The board discussed the revised 2016-2017 WC audit and refund check. The 2018-2019 renewal endorsement is pending. The 2017-2018 audit information has been sent.

Susie Darling made a motion, seconded by Cory Goleman, to participate in the non-resident card program, the fee being \$128.93. Motion carried.

The Prevailing Wage Ordinance was signed by president, secretary and treasurer.

No executive session.

Librarians Report:

- A. The HP printer was purchased and has been installed. Also signed up for HP instant ink plan (4 months free; 300 copies per month for 4 months.)
- B. Microsoft Office 365 subscription automatically renews June 18, 2018 at a cost of \$99.99
- C. The annual report has been completed and submitted.
- D. The part-time assistant librarian position has received 45 applications.

A motion was made by Susie Darling, seconded by Jane Emerson, to adjourn. Motion carried. The next meeting is July 3, 2018.

Respectfully submitted, Jane Emerson