

DIVERNON TOWNSHIP LIBRARY BOARD

MINUTES OF MEETING HELD OCTOBER 2, 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, Jake Rettberg and Jane Emerson were present. Cory Goleman was absent.

No Visitors

The secretary's report was read and approved. Motion was made by Susie Darling and seconded by Kathi Katcher to accept the minutes. Motion carried.

The president then asked for the treasurer's report. The treasurer reported that two tax payments were received: \$1929.40 and \$1268.24. A motion to accept the report was made by Susie Darling, seconded by Mary Lou Fugate. Motion carried.

Assistant Librarian, Lorraine Allen has resigned after five years. Kathi Katcher made a motion to give her a gift and a thank you bonus for her years of service. Susie Darling seconded. Motion carried.

The board discussed contracting an outside agency, Paychex, to do the payroll. A motion was made by Jake Rettberg, seconded by Mary Lou Fugate to hire this agency. Motion carried.

Discussion was had on purchasing a portable scanner for the treasurer. A motion was made by Susie Darling, seconded by Jane Emerson to make this purchase. Motion carried.

The board discussed the Personal Time and Holiday Reimbursement for staff. Jake Rettberg made a motion to accept the revisions made. Susie Darling seconded. Motion carried.

Jake Rettberg made a motion to apply for the Energy Efficiency Program (free LED light bulbs) from Enersol/Ameren. It was seconded by Kathi Katcher. Motion carried.

The board discussed contracting Lorraine Allen for future assistance with graphic designs if needed. A motion was made by Susie Darling, seconded by Jane Emerson to accept this proposal. Motion carried.

Discussion was had on starting a Volunteer Program, for the purpose of straightening books, helping with story hour, or movie night. Librarian will confer with other libraries to obtain guidelines for this kind of program. A motion was made by Kathi Katcher, seconded by Linda Baer to proceed with this program. Motion carried.

No executive session.

Librarian's Report

- A. Story Hour had 8 children. Movie night will be October 18 showing "Corpse Bride".
- B. October is National Book Month. There will be a drawing for adults to win a free book.
- C. New laptop was purchased for the treasurer, Mary Lou Fugate.

Susie Darling made a motion to adjourn, seconded by Kathi Katcher. Motion carried. Next meeting will be November 6, 2018.

Respectfully submitted, Jane Emerson