

DIVERNON TOWNSHIP LIBRARY BOARD MINUTES OF MEETING HELD JANUARY 8, 2019

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

No visitors.

The secretary's report was read. Motion was made by Mary Lou Fugate, seconded by Cory Goleman to accept the minutes with changes. Motion carried.

The president then asked for the treasurer's reports for November and December. A motion was made by Kathi Katcher, seconded by Cory Goleman to approve the treasurer's report. Motion carried. She reported that a Special Reserve CD was transferred to the general fund.

Mary Lou Fugate discussed the Paychex Workers Comp plan. Mary Lou will request a quote from Paychex. Trish Austin will compare the Westbend coverage to the Paychex plan. Paychex can deliver a pay-as-you-go Workers' Compensation payment service to help better manage cash flow and minimize the threat of large year-end policy audit payments.

The trustees reviewed Chapter 8; Standards for IL Public Libraries and discussed the review check list. Chapters 6-10 of the "Trustee Facts" with emphasis on Chapter 8, "Human Resources" was also discussed to meet a per-capita grant requirement. The librarian reported that the Per Capita Grant was ready to send in.

Discussion was had on Trustees who would be leaving in May (Susie Darling and Mary Lou Fugate). Several suggestions were made about finding two new trustees to fill vacancies.

No executive session

Librarian's Report

- A. Interlibrary Loan Survey due March 31, 2019 was sent on December 11, 2018.
- B. Updated 2019 Library Board Meeting dates were distributed to Trustees.
- C. Trish, Pam and Mary Lou viewed "Autism Basics" Webinar to meet a Per Capita Grant continuing education requirement.
- D. Per Capita Grant application will be submitted by January 15, 2019.
- E. Story Hour will resume January 10, 2019. Movie Night will be January 17 the movie being "Frozen".

Jane Emerson made a motion to adjourn, seconded by Kathi Katcher. Motion carried. Next meeting will be February 5, 2019.

Respectfully submitted, Jane Emerson