MINUTES
for the Regular Board Meeting
of the Illinois Prairie District Public Library Board of Trustees
Tuesday, November 5, 2019

1. Call to order. - The meeting was called to order at 4:02 p.m. Present were Trustees Annie Hicks, John Armstrong, Patricia Ballard, Heather Booker, Jack Weddle, Joyce Zobrist, and Director Joel Shoemaker.

2. Minutes of the last regular meeting. - Weddle moved, and Ballard seconded, to approve the minutes of the October 1 meeting. Motion passed.

3. Public comments. – Amanda Voorhees gave an update on the Roanoke renovation. Asbestos abatement has finished, and the new remodel completion date is February 5, 2020. She submitted a revised project cost. The increased cost per Voorhees is $25,980 which remains below previously approved budget.

4. Treasurer’s report. – approval of bills and requisitions. – Petty cash summaries and credit card statements from the beginning of the year were passed around to board members for them to peruse. Armstrong moved, and Ballard seconded, to approve the bills and requisitions as presented. Motion passed.

5. Discussion and Approval of moving matured GSB CD funds. – The CD funds are currently in petty cash as the CD needed to be closed to change the signers on the CD. Weddle moved, and Zobrist seconded to deposit the money into the Commerce Bank checking account until the next board meeting. Motion passed.

6. Discussion and Approval of gift card list for annual staff holiday presents. – Ballard moved and Booker seconded, to approve the purchase of gift cards as presented. Motion passed.

7. Discussion and Approval of 2020 Holiday List. – Armstrong moved, and Zobrist seconded, to approve the 2020 Holiday List as presented. Motion passed.

8. Discussion and Approval of 2020-2022 District Hours. – Shoemaker discussed wanting to change Washburn Branch Wednesday hours to 10 am – 2 pm to accommodate the local nursery school wishing to use the library. A change to Roanoke Branch Friday hours was also submitted. Ballard moved and Zobrist seconded, to change Washburn Branch hours as presented and to table discussion on Roanoke hours until the January meeting. Motion passed.

9. Discussion of Per Capita item on Organization Management. – Shoemaker discussed the Per Capita grant. Coker has watched the assigned webinar to qualify the library to receive Per Capita monies. Shoemaker does not know how much the library will receive, but the library received just over $27,000 the last two years.

10. Discussion and Approval of Teacher Cards for District Schools. – Shoemaker said this was an outreach piece for the local schools. He will bring more information to a later Board meeting.
11. Director’s Remarks. – Shoemaker discussed author visits coming up, some of which is paid for by the money raised by the library’s spelling bees.

12. Comments to guide future agendas. – Job descriptions were provided to the board for reference, per request. Shoemaker noted that, in the future, board agendas can be changed through the Friday before the Board meeting.

13. Adjournment. – Weddle moved, and Armstrong seconded, to adjourn the meeting. Motion passed. The meeting adjourned at 5:15 p.m.