**Eureka Public Library Board of Trustees Regular Meeting**

**Date: January 27, 2020**

The meeting was called to order by Secretary Sandi Sylvester in the absence of President Don Whitman at 7:00 pm. An election of a chairman ProTem was held immediately after calling the meeting to order. Trustee Sylvester was elected to run the meeting.

**Members present: Members absent:**

Tim Martin Don Whitman

Sandi Sylvester Jane Burke

Robin Robinson Marjorie Crowe

Lisa Reinmann

**Staff Present:**

Ann Reeves

**Minutes:**

It was moved by Trustee Martin and seconded by Trustee Robinson

to approve the minutes from the regular meeting held November 25, 2019

The motion carried unanimously.

**Financial report and approval of expenditures:**

It was moved by Trustee Martin

and seconded by Trustee Robinson

to approve the financial report from the month of November

and payments for the amount of $45,341.86 and the month of December 2019

for $33,328.94

**Committee Reports:**

Finance: Trustee Martin reported 42.6% of the budget has been spent.

After discussion, Trustee Robinson made a motion to change employee vacation to accrual method. Trustee Reinmann seconded. The motion passed unanimously.

Library Services: Ann handed out the calendar of events for February.

Personnel: Ann said that since so many board members were absent this month, our new Children’s Librarian, Angela Roberts will visit at the February meeting.

**Librarian’s Report:** Ann reported a good transition with Angela as our new Children’s Librarian. RSA Day is March 19. Ann is planning to change out staff that day so everyone can attend and the library won’t have to close that day. IRS 2020 Mileage standards are 57.5 cents. Ann received word on January 3rd the library received the Fresh Start Marketing grant of $1,250. The library received several donations recently: $560 in memory of Gil Housenyager, $500 in honor of Robin Richey, $1,000 from a family from the AC Home for large print books. Ann shared the statistics from November and December. The 2019 Certification, Per Capita Grant, RAILS and Illinois Library Statistics Survey have all been completed. Alice will be back to work in 4 weeks. Deb Blunier will be working at the library both upstairs and down. Pat is done working.

**Unfinished Business:** None

**New Business:** After discussion, Trustee Reinmann made a motion to approve the Donation Policy changes. Trustee Martin seconded. The motion passed unanimously. Trustee Robinson volunteered to complete the Open Meetings Act Training by the end of March. There was recognition of no closed meetings held 7/2019- 12/2019. There was a review of closed meetings from August 25, 2014, July 28, 2014, July 11, 2019, April 16, 2012, and March 10, 2012. It was decided they should remain closed. After discussion, Trustee Robinson made a motion to approve the Wi-Fi Hot Spot Policy. Trustee Martin seconded. The motion passed unanimously. The 2019 Woodford County Economic Interest Forms were handed out.

**Public Comments /other announcements:**  There were several thank you cards from employees.

**Adjournment:** Being no other business, Trustee Sylvester moved to adjourn the meeting at 7:56pm. The motion was seconded by Trustee Martin and approved unanimously.

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**President Secretary**

**The above is the unofficial summary of business transacted by the Eureka Public Library Board of Trustees. This summary will be reviewed and approved at the next regularly scheduled meeting of the Board of Trustees.**