

LILLIE M EVANS LIBRARY DISTRICT  
MEETING OF THE BOARD OF TRUSTEES  
November 10, 2011 at 7:00 p.m.

The November meeting of the Lillie M. Evans Library District was called to order at 7:03 p.m. on Thursday November 10<sup>th</sup>, 2011. Present were: Gayle Johnson-Brackett, Director Beth Duttlinger, Ellen Cluskey, Gordon Newell, Diane Smith, Delores Lutz, and Deb Givens. Leslie Ptak was absent.

Delores Lutz made a motion, seconded by Ellen Cluskey, to approve the minutes of the October 13, 2011 board meeting. All ayes, motion carried.

**Correspondence & Communications**

**Audit report** - per Beth & Patti, all looked the same.

**PTO thank you** - The 3<sup>rd</sup> grade thanked the library for letting them use the library in the scavenger hunt.

**OMA Training** - New change in the law. Effective 1/1/12, all appointed or elected board members are to take the OMA Training online.

**Princeville Pride** - asking for donations

**Committee Reports**

**Policy**

**Pay periods/direct deposit (personnel)** - The staff had a round of applause when asked about having this changed. Diane Smith made a motion to revise the personnel policy, and Delores Lutz seconded the motion.

**Confidentiality of Records** - Last looked at 2007 and nothing was found. There are no changes or revisions.

**Personnel** - Sarah Killen found a teaching job and has resigned. Lorrie Bush will be taking her place.

It was suggested to use the library as a designated spot to get a flu shot. No one was willing to come and give the shots, so it has been set aside for this year.

Christmas bonuses were discussed.

**Financial Report**

Gordon Newell made a motion, seconded by Diane Smith, to approve the October expenditures. Roll call: Ellen Cluskey, aye, Gordon Newell, aye, Diane Smith, aye, Gayle, Johnson-Brackett, aye, Delores Lutz, aye, Deb Givens, aye. Motion carried.

**Directors Report**

Director Beth Duttlinger presented the Director's report. It will be on file at the library.

**Friends of the library**

They have three people who have shown interest to be new members and they will be following up on this. The Ellison cutter has been purchased. Outside decorating is going to be on 11/26. At the present time, they have 8 people planning on coming to help decorate. The furniture (rug, chair, & sofa) are on backorder until Dec.

**Unfinished business**

None

**New Business**

**Holiday Homecoming** - The library will be open late on Thursday eve (Dec 1<sup>st</sup>) for the Holiday Homecoming. The plan is to have face painting, games, & Wii games. The Friends will be giving a gift card from the library.

**Food 4 fines** - One item will equal \$1.00 thru December 23<sup>st</sup>.

**Review Chapter in Serving our Public 2.0: Ch. 7 - Collection Management**

We do have a readers advisory policy. We do offer a range of electronics for patrons. We have done better than last year. Items that have been lost or damaged have been replaced. The staff has been trained in library loan and other resources. The library is also buying new materials. Circulation has also gone up.

**Comments to guide future agenda**

Our January board meeting will be on the 19<sup>th</sup> at 6:00. The joint board meeting with the School Board, Village Board, and Library Board will be at 7:00 on the same evening.

**Adjournment** - Gordon made a motion, seconded by Ellen Cluskey, to adjourn the meeting at 7:59 p.m. All ayes, motion carried.

The next meeting will be on December 8<sup>th</sup>, 2011 at 7:00 p.m.

Respectfully submitted,

Deb Givens, Secretary