

LILLIE M EVANS LIBRARY DISTRICT  
MEETING OF THE BOARD OF TRUSTEES  
October 13, 2011 at 7:00 p.m.

The October meeting of the Lillie M. Evans Library District was called to order at 7:02 pm on Thursday, October 13<sup>th</sup>, 2011. Present were: Gayle Johnson-Brackett, Director Beth Duttlinger, Leslie Ptak, Diane Smith, & Deb Givens. Gordon Newell arrived at 7:07. Ellen Cluskey was absent.

Leslie Ptak made a motion, seconded by Diane Smith, to approve the minutes of the September 8, 2011, board meeting. All ayes, motion carried.

The board appointed Delores Lutz as our new board member replacing Ethel Dallinger. She was sworn in and is now an active board member of our Library.

### **Correspondence & Communications**

None

### **Committee Reports**

#### **Policy**

**Pay Periods/direct deposit (personnel)** - Because of conflicts with each month being a different pay date, Beth proposed a new bi-weekly payment schedule and to also have direct deposit of their paychecks. Employees will be able to have a better payment schedule with this proposal. Beth will talk to the staff following our meeting.

#### **House & Grounds**

**Front Door** - Since replacing the doors is not a need, we are going to wait until next year. It is possible that we could use TIFF money for this since it is improving our building.

**Cupola** - needs painted. Beth is going to get a bid: if it is less than \$1500, we will go ahead and get it painted. If not, we will need to discuss at our next board meeting.

**Bathrooms** - The bathrooms need repainting. Harold is willing to paint the bathrooms for us. The staff will be picking out the colors.

#### **Financial Report**

Diane Smith made a motion, seconded by Leslie Ptak, to approve the September expenditures. Roll call vote: Leslie Ptak, aye, Delores Lutz, aye, Diane Smith, aye, Gayle Johnson-Brackett, aye, Gordon Newell, 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**

Diane Smith reported that they are authorizing the purchase of furniture (couch, chair, table, & rug) for the young children's section. They are also purchasing an Ellison cutter. The Friends of the Library are going to try and decorate the garden for Christmas this year. They are hoping to get some high school students to help.

**Unfinished Business**

None

**New Business**

**Holiday Closings** - The library will be closed: Nov. 24 & 25. Dec. 24-26, & Dec. 31 - Jan 2, 2012.

**Optical Disk Repair System** - The library is considering the purchase of this system jointly with three other nearby libraries. Each library would have it at their library four times a year. The repairs would be divided by all four libraries also. Each library would purchase their own supplies.

**Review chapter in serving our public 2.0: - Public Services** was reviewed and was found the facility met the needs of the community.

**Comments to guide future agenda**

None

**Adjournment** - Gordon Newell made a motion, seconded by Diane Smith, to adjourn the meeting at 7:57 p.m. All ayes, motion carried.

The next meeting will be on November 10, 2011 at 7:00 p.m.

Respectfully submitted,

Deb Givens, Secretary