

Lillie M. Evans Library District  
Meeting of the Board of Trustees  
November 10, 2010, Meeting Minutes

The November meeting of the Lillie M. Evans Library board was called to order at 7:02 p.m., Thursday, November 10, 2010. Trustees in attendance: Leslie Ptak, Ethel Dallinger, Gordon Newell, and Gayle Johnson-Brackett, Noreen Rankin. Deb Givens arrived at 7:04 pm. Diane Smith was absent. Director Beth Duttlinger was also in attendance.

Deb Givens made a motion, seconded by Noreen Rankin, to approve the October 14, 2010, meeting minutes. All ayes, motion carried.

#### Correspondence and Communications

- Received draft of the audit report
- Received Per Capita FY2012-FY2014 requirements
- Informed of ILA Trustee Forum on February 26<sup>th</sup> in Lisle for professional development, director will provide more information as it becomes available
- Director received thank you for participating in Reaching Forward South on October 7 and 8, 2010
- Received Peoria Co. Board of Review Assessment Complaint for amount of taxes being paid by a business, the hearing will be held December 8, 2010
- Received email from RSA Director Kendal Orrison who provided an update on libraries in the state
- The library will be open December 5, 2010 for the Holiday Homecoming
- Received request from area business for display area during Holiday Homecoming

#### Committee Reports

- Policy
  - First reading of Reader's Advisory in Reference Policy
  - Reviewed Sick Leave in Personnel Policy, with the director to make changes and bring back recommendations to the board
  - Reviewed Circulation Policy and discussed service fees for returned check and EPay, director will review and bring recommendations to the board; also discussed the number of DVDs in circulation, the number allowed to check out at one time, and the length of time allowed to keep them, we also discussed the number of VCR tapes; the director will review the policy and return with a recommendation to the board for any changes
- House and Grounds
  - Country Tradesman completed the fence work, leveled AC units, and did the grading work – as they would only bid the work as a unit and not separately, it came to \$1,645.00. The electrical box was not a hazard and was left standing. There has not been an issue with water in the basement as of yet
  - Discussed status of adjoining property
- Personnel

The staff will go out to dinner December 10, 2010, for Christmas and will receive a bonus day.

#### Financial Report

- Leslie Ptak made a motion, seconded by Ethel Dallinger, to approve the October expenditures. Roll call: Gordon Newell, aye; Noreen Rankin, aye; Deb Givens, aye; Ethel Dallinger, aye; Leslie Ptak, aye; Gayle Johnson-Brackett, aye. All ayes, motion carried.

Director's report is on file.

Friends of the Library: none

Unfinished Business

- Long-range planning sessions will be underway in the next few weeks. A focus group will meet on November 30 from 6-9 with invitations to 26 community members. Eleven confirmations have been received so far, and 3 staff have volunteered to participate.
- Library art/brand is being finalized for future use.
- Received NCPERS with employee deduction of \$16.00 per month.
- Reviewed Chapters in Serving Our Public 2.0: Chapter 7: Collection Management
- Ethel Dallinger contacted a local artist for a sculpture for the garden.

New Business

- FOIA: the director has completed the certification and the office manager will also become certified to handle FOIA requests. We also received a FOIA request for our phone bills that was promptly handled.
- The Children's Area will soon have a new display rack and new cozy and inviting furniture the area.

The meeting was adjourned at 8:58 p.m. by Gordon Newell, seconded by Noreen Rankin.  
The next meeting will be December 9, 2010, at 7:00 pm.

Respectfully Submitted

Leslie Ptak