

**The Watseka
Public Library
Board
did not meet in
January 2019**

No meeting January 2019

Watseka Public Library Board Meeting

Monday, February 25, 2019

Present: Beth Warren, Rhonda Pence, Rich Dickte, Troy Simpson, Brian Hasbargen, Kay Johnson, Debi Custer, Kris Lundquist, Rose Gilman

President Rhonda Pence called the meeting to order.

Rich Dickte moved to adopt the agenda with one addition; the approval of the Monday, November 26, 2018 meeting minutes. The motion received a second from Rich Dickte and approved by a unanimous voice vote.

There were no visitors present.

Librarians Report: Director Rose Gilman informed the board that the Per Capita Grant was submitted on January 4, 2019. She included a copy of the grant in the board packets. Gilman also submitted the following forms to the state on the same date: Review of Illinois Library Certification, Review of Annual Interlibrary Loan and Reciprocal Borrowing Statistical Survey. Library Director Gilman went over the library statistics. She included 3-year comparisons showing participation in youth, teen, and adult programs. In addition she showed program statistics for all 3 areas for the current year. Director Gilman would like to work on sustaining programming throughout the year. Gilman will be requesting input on circulation from both staff and patrons. Next summer she plans to add an adult reading program. Gilman also plans switch from laminated library cards to "Key Fob" cards. The initial process of creating the key fob cards will be quicker and easier. They will also be renewable so new cards will not be needed. Gilman went on to discuss the high computer usage at the library. The availability of public computers at the library attracts many patrons. She recommended purchasing 10 new computers. The library also should have a 3-5 year plan to replace and upgrade the computers. Rich Dickte brought up leasing of computers. He explained that leasing often comes with support and maintenance. Director Gilman will look into leasing vs. purchasing and present comparisons at the next board meeting. Gilman addressed the need for Wi-Fi boosters. When the library is busy the current system slows down and there are dead spots. Capital development funds will be used for the Wi-Fi boosters. The Watseka Public Library now has a color copier with scan to USB technology. The copier is used. The cost of this copier new was \$10,000. The WPL was able to obtain it for a \$350.00 delivery charge. Gilman will contact Danville Copy to see if it can be added to the current service agreement.

Director Gilman shared her concerns with unpaid time off and scheduling. She would like to initiate a policy for new hires limiting unpaid time off. Gilman expressed that the current WPL staff is exceptional. However they are all part-time and most are retired from previous jobs. The board discussed the possibility of adding full-time positions as current employees leave. Gilman will request that all the current staff write out what their job responsibilities at the March staff meeting. This will assist her with scheduling.

The board discussed email addresses. It was decided that the members will continue to use their personal email address. It was noted that this can be utilized as long as the board members understand that they cannot use "reply all" when responding. In other news Director Gilman said that she is now a member of the local Kiwanis Club. The Watseka Area Chamber of Commerce will have their next Business After Hours at the Watseka City Hall on Wednesday, March 6, at 5:00 PM. Gilman plans to attend this event also.

Treasurer's Reports: The FS and WPL financial reports were presented for the months of November 2018, December 2018, and January 2019. The board discussed the money market funds and capital development funds. Rhonda Pence shared that Iroquois Federal is offering special rates for a Jumbo CD; \$100,000 for 1 year at 2.75% or \$100,000 for 6 months at 2.5%. Rose will contact other local banks for their rates. Board member, Brian Hasbargen, WPL bookkeeper, Carmie Spenn, and Director, Rose Gilman, will look at the WPL and FS funds and investments. They will present recommendations at the next board meeting. President Rhonda Pence asked if First Trust provided Director Gilman with the Annual Review for the Frank Smith Trust. Gilman responded that she, former Director, Kim Zumwalt, and First Trust employee, Scott Zumwalt did meet to discuss the Trust. Rich Dickte questioned the plumbing expense for toilet plunging. Gilman explained that the perpetrator was caught the next time he caused the same problem. She provided him with a plunger, gloves and cleaning supplies which he used to clean up the mess. There were no other questions or discussion concerning the treasurer's reports. They will be placed on file for the library's audit review.

Old Business: A thank you note from retired library director, Kim Zumwalt, was shared with the board.

New Business: Director Gilman went over the 2019-2020 WPL and FS budgets. She explained the changes in the new budgets. Gilman will provide the board members with the 2018-2019 budgets for comparison purposes. The board members will look over the budgets prior to approving them at the next board meeting.

Troy Simpson moved to enter into executive session in order to discuss employee incidents. Kay Johnson seconded the motion and all present agreed. The minutes of executive session are separate for the regular meeting minutes and must be approved in executive session.

Troy Simpson moved to exit executive session. His motion received a second from Kay Johnson. All board members agreed unanimously.

Brian Hasbargen moved to adjourn. A second was received from Rich Dickte and approved by a unanimous voice vote from the board.

The next Watseka Public Library Board Meeting will be Monday, March 25, 2019 at 5:30 PM.

Respectfully Submitted,

Debi Custer, Recording Secretary

Watseka Public Library Board Meeting
Monday, March 25, 2019

Present: Kay Johnson, Brian Hasbargen, Beth Warren, Rhonda Pence, Kris Lundquist, Debi Custer, Rose Gilman, John Tonner

The meeting was called to order at 5:30 by President, Rhonda Pence.

Kris Lundquist moved to adopt the agenda. The motion received a second from Kay Johnson and all present agreed with a unanimous voice vote.

The board minutes for the February 25, 2019 meeting were presented. Kay Johnson moved to approve the regular board minutes as presented. A second was received from Beth Warren and all present voted to approve the regular board meeting minutes as presented.

The February 25, 2019 executive session minutes were presented. Kay Johnson moved to approve the executive session minutes, Brian Hasbargen seconded the motion and all present agreed.

No visitors were present.

Librarian's Report: Director Rose Gilman stated that she needs more time to research the library's technology needs. Her plan is to have a technology recommendation ready for the April 22, 2019 meeting. Gilman is currently using her newly purchased personal MacBook Air computer and storing the library files on an external drive. The MacBook Air offers better graphic capabilities. The WPL staff wrote their job responsibilities along with their favorite and least favorite tasks. Gilman shared these in the library board packets. Gilman said that they were very informative and she will discuss them with staff at their next meeting. The long range plan is to compile the tasks into categories and complete job descriptions and duties for all positions at the library. Gilman continued with plans for current CD's. She will move the current IF CD into an 11-month CD adding ½ of the IF money market funds to the new CD. The key-ring library cards have been ordered. Gilman plans to offer a free replacement of old library cards as a summer reading incentive. Gilman shared price quotes from DTI Office Solutions for purchasing or leasing a copy machine. The quotes were for either a black and white or a color copier. The board discussed the quotes and the staffs preferences. The board decided to allow the director to purchase a color copier. This will be a capital outlay expense and is under the price that would require a motion to approve.

Finance Reports: The WPL & FS finance reports were presented. They were both under budget. Gilman said that most of the income and expenses were routine. She did say that Carmi Spenn, treasurer, transferred some memorial funds from WPL accounts into FS accounts. There were no questions from the board. The reports will be put on file for the audit review.

Old Business: The 2019-2020 proposed budges were presented along with the staff salary increases. Director Gilman She met with Kerry Bell from the First Trust Bank prior to the board meeting to discuss the farm trust income. She gave the board a 3-year comparison for the farm showing that expenses are increasing and the income is decreasing. The \$84,000 in bonds that were part of the trust are now depleted. Therefor the trust income for the FS budget will be reduced to \$35,000. With this reduction in income Gilman is recommending staff member, Marilyn Smith's, hours be reduced to 11.5 hours per week. In addition, her salary will be taken from the WPL budget instead of the FS budget. This will reduce costs further since Mrs. Smith will no longer work enough hours for IMRF. She is also recommending staff member, Dave Klienfelter's, hours be reduced to 21 hours per week. The board questioned whether the reduced hours would impact the ability of the staff to do their jobs. Gilman responded saying that she does not see that as a problem. There are always down times when the library is not busy and she will cut hours during those times. The board requested that future pay increases be based on merit. This will require staff evaluations which will be implemented during the next fiscal year. Beth Warren moved to approve the 2019-2020 budgets with the 2% staff salary increases and the discussed changes and reductions to hours for Smith and Klienfelter. Warren's motion received a second from Kris Lundquist. All present voiced a unanimous yes vote and the 2019-2020 budgets were approved.

New Business: Director Gilman recommended that the library continue using the current non-resident fee based on property taxes. John Tonner moved to continue using the property tax formula for non-resident fees. Brian Hasbargen seconded the motion and all present voted yes. The board looked over the 2019-2020 library holidays; May 27-Memorial Day, July 4-Independence Day, September 2-Labor Day, October 14-Columbus Day, November 11- Veterans' Day, November 28-Thanksgiving, December 24-Christmas Eve, December 25-Christmas Day, December 31-New Year's Eve, January 1-New Year's Day, February 17-President's Day, April 11- Easter Saturday. They also looked at the 2019-2020 Meeting Dates. The board decided to only meet 9 times per year on the following dates; May 27, June 24, August 26, September 23, October 28, November 25, February 24, March 23, April 27. Beth Warren moved to approve both the 12 holidays and 9 meeting dates as discussed, Brian Hasbargen seconded the motion and all present voted in agreement.

Rhonda Pence suggested that we table discussion on the "Proposed Capital Outlays by Fiscal Year" until the April meeting so that the board has a chance to look over the information. Director Gilman requested that the members of the board consider and share their wish list items prior to the August meeting.

John Tonner moved to adjourn, a second came from Kris Lundquist and all present voted yes.

Respectfully Submitted,

Debi Custer, Recording Secretary

Watseka Public Library Board Meeting
Monday, April 22, 2019

Present: Beth Warren, Kay Johnson, Debi Custer, Rose Gilman, Troy Simpson, Rich Dickte, Brian Hasbargen

The meeting was called to order at 5:30 PM by Vice-president, Troy Simpson.

Kay Johnson moved to adopt the agenda as presented. Her motion received a second from Brian Hasbargen and all present verbally agreed.

There were no visitors present.

The March 25, 2019 WPL Meeting minutes were presented. Beth Warren moved to approve the minutes as presented and a second was received from Rich Dickte. Everyone present agreed to approve the minutes.

Librarian's Report: Director Rose Gilman explained the report showing trends and statistics for the library. Circulation is down, computer usage is up and attendance is steady at the library's programs. She will look closely at these numbers in the future to see if changes could be implemented to correct some of the downward trends. Gilman continued her report with technology. Long-time computer/technology adviser, Cecilia, has decided that she can no longer serve the library. Gilman said this was a decision based on her vision for the library's future technology needs vs. Cecilia's more conservative vision. Gilman feels that long range planning for capital outlay projects should be used for future technology improvements. Some of the improvements have already begun; Wi-Fi booster/switch for the meeting room has been installed, copiers have been added/replaced and some computers have been replaced. Director Gilman will start looking for a technology adviser to replace Cecilia. She hopes to find someone locally. DTI, who services the copiers, recommended the person who takes care of IMH's technology. Troy Simpson and Rich Dickte suggested Chris Meredith as a possible IT adviser and gave Gilman his contact information. In other matters, Gilman said that school visits to promote the Summer Reading Program have been scheduled. Wanda Kendall School has requested that the library participate in their Family Reading Night on April 30th. The Park District has asked the library to help with the Toddler Evaluation Program that they are planning. The Park District would also like to keep a tub of books from the library for their summer programs. The quarterly newsletter has gone out. Fliers and advertising were completed for all upcoming programs using the newsletter information as a guide. During the month of May, the library will continue with long range planning. The annual report will also be completed.

Treasure's Report: The WPL and FS reports were presented. Director Gilman explained that there will be a few cost increases and that they were included in the budgets. Two of the increases are because the library switched to sticky receipt paper and DTI has more printers/copiers to service. The FS budget will be very tight and may end slightly over budget. Chris Bossong's hours were increased in October and the budget was not amended to show the change. Positive comments were made about the newly upholstered chairs and the repurposing of the card catalog stand. There were no other comments, questions or concerns. The finance reports will be put on file for the library's audit review.

Old Business: none

New Business: Director Gilman shared the rough draft of the library's organizational structure. She explained that the job descriptions from the staff were used to create this rough draft. If more than one person is listed under a job heading, Gilman plans on assigning a leader for the group. She continued by stating that overall the staff was alright with the changes made in hours and scheduling. Dave Klinefelter and Marilyn Smith were most directly impacted. They were disappointed but accepted that the changes were necessary. Director Gilman plans to continue observing each employee. She wants to allow them to work in the areas that complement their strengths. She said that overall the staff is amazing. However, there continues to be a few issues that need to be addressed. The board discussed Gilman's concerns and agreed that she is doing all she can to correct the problems. Included in the board packets were several employee evaluation forms. Gilman would like the board to look them over and let her know what they like and of any changes that should be made.

The next meeting is scheduled for Monday, May 20, 2019 at 5:30 PM

Debi Custer moved to adjourn and Kay Johnson seconded her motion. All present verbally agreed to adjourn.

Respectfully submitted by Debi Custer, Recording Secretary.

Watseka Public Library Board Meeting
May 20, 2019

Present: Rose Gilman, Debi Custer, Kay Johnson, Kris Lundquist, Rhonda Pence, John Tonner

The meeting was called to order by President, Rhonda Pence.

Kay Johnson moved to adopt the agenda. Kris Lundquist seconded the motion and all present verbally agreed.

The minutes of the April 22, 2019 minutes were presented. Kay Johnson moved to adopt the minutes as presented. Her motion received a second from John Tonner. All present voted yes to approve the minutes.

Director's Report: Director, Rose Gilman, stated that the library currently has many ongoing projects. Chris Meredith is the Library's new IT person. All of the new computers are set up for patrons. Most of the staff computers are also set up. There have not been any issues with the new computers. At the May staff meeting Rose Gilman introduced the new evaluation procedures. She said most of the staff are comfortable with the changes that have been implemented. Board President, Rhonda Pence, attended the May staff meeting and brought them cinnamon rolls. She explained to the staff that the board requested the evaluations. Pence told the board how impressed she was that Gilman ended the staff meeting with a personal positive comment for each employee. Pence complimented Director Gilman on her ability to communicate with staff. Gilman said that scheduling is still a work in progress. She went on to explain the statistics that were included in the board packets. The trend shows that circulations are dropping. Gilman explained that this is a problem in most libraries. However, she is concerned that our children's circulation is also down which is not a normal trend. The challenge is to get patrons of all ages back into the library. She plans to develop a long range plan with customer service being the top priority. The goal is to bring statistics back to last year's level. Gilman continued her report by bringing up library fines. She said that last year \$206.00 in fines were waived. Currently, there are no criteria in place for waiving fines. Her plan is to work on a policy and procedure for fines and waivers. In other news, Gilman ordered 200 signs for the Summer Reading Program. They are for the children to take home and put in their yards or windows. The library and the Park District are also sharing their information on 2 sided book marks. Rhonda Pence mentioned that she likes the book cart by the front desk. She suggested that perhaps they could have comments on the books stating who just read it and their recommendation on the book. Pence also encouraged board members to attend the staff meetings. They are held on the first Thursday of every month at 9:00 AM. The next meeting will be June 5th and will be safety training with the police.

Treasure's Reports: The WPL and FS finance reports were presented. Gilman explained that the FS report looks like they are over budget. This was caused by the capital development expenditure for the new computers and therefore the budget report is fine. There were no questions or concerns so the reports will be put on file for the library's audit review.

Old Business: None

New Business: Director Gilman shared a copy of the IPLAR Grant with the board. It is due July 1st. She explained that IPLAR is necessary to be eligible for the Per Capita Funds. Kay Johnson asked if our library needs to address autism accommodations for the IPLAR Grant. After discussion, it was decided that the board would address all special needs, including autism, as those needs were identified. Gilman

said that she will need 2 volunteers from the board to review the 2018-2019 Board Meeting Minutes for the "Secretary's Audit". Gilman informed the board that she will be using part of her vacation in October to cover the Loda library. The Loda librarian scheduled a trip and their normal substitute is not available. Gilman reminded the board that the June meeting will include election of board offices. There was not further discussion.

John Tonner moved to adjourn. A second was received from Kris Lundquist and all present voted to adjourn

The next meeting will be Monday, June 24 at 5:30 PM

Respectfully submitted by: Debi Custer, Recording Secretary

Watseka Public Library Board Meeting
June 24, 2019

Present: Rose Gilman, Rhonda Pence, Kris Lundquist, Brian Hasbargen, Rich Dickte, Troy Simpson, Kay Johnson, Debi Custer

The meeting was called to order by President, Rhonda Pence.

Troy Simpson moved to adopt the agenda. A second was received from Kay Johnson and all present agreed.

The board discussed officers for the next year. After the discussion Kay Johnson moved to keep all the current officers in place for the next year; Rhonda Pence as president, Troy Simpson as vice-president, John Tonner as treasurer, and Debi Custer as recording secretary. Kris Lundquist seconded the motion and all present verbally voted in agreement.

The May 20, 2019 meeting minutes were presented for approval. One correction is needed in the last line of the Director's Report. The next staff meeting should read, "June 6th". Kay Johnson moved to accept the minutes with the correction mentioned above, a second was made by Rich Dickte and all present voted yes.

Director's Report: Director Rose Gilman presented her detailed written report. She mentioned that the sound system has been repaired and is now in good working order. The staff has been asked to not move it since re-hooking the sound system back up is complicated. Gilman plans to use memorial funds to build a cabinet to house the sound system. The computer cards have been eliminated since the Polaris system allows staff to check and get patrons on the computers faster and easier. The library staff is working on getting parent permission forms signed for all patrons under the age of 18 who use the computers. The staff is also slowing cleaning up the patron data base. Rose Gilman's mother-in-law volunteered to work on the Children's DVD collection. She has completed that task and is looking forward to volunteering in other areas. Gilman mentioned that staff meeting minutes are typed up and given to each employee. She has created a folder for each employee to hold the minutes and the typed responses to all staff questions. Gilman hopes sharing the typed communications will increase staff efficiency. Long range planning was discussed. Gilman plans to use community input to formulate the library's 3-5 year goals. There were 69 signed up for the Adult Summer Reading Program. Gilman is excited that statistics seem to be climbing.

Treasure's Reports: The WPL finance reports were presented. Kris Lundquist asked about the cost for the flowers and planters in front of the library. Gilman said the planters, flowers and shrubs cost came to approximately \$1000.00. They were not purchased locally. Kay Johnson mentioned that the WCHS FFA and the ARC both have green houses. Gilman said that she does attempt to purchase locally and will do that next year with the flowers. The library purchased office supplies from Creative Office Systems which just closed. The former owner, Lee Elliott, is now a sales rep for Warehouse Direct. Elliott, in his new position, will continue to take orders and deliver to the library. The FS Finance Reports were presented. Kay Johnson asked if a crop was able to be planted at the farm. No one present was able to answer that question. However the farm trust will probably provide minimal income this year. Gilman will talk with the First Trust Bank representatives and have more information available later. There was no further discussion. The finance reports will be put on file for the Library's next Review.

Old Business: None

New Business: Rhonda Pence stated that Rose Gilman has been the library's director for 6 months. Included in the board packets was a form for evaluating a library director. Pence asked all the board to complete the form and return in to her by Monday, July 8. Weber Plumbing and Heating just completed a bi-annual inspection on the library's heating and cooling systems. Gilman questioned them on the high repair costs. The library has 5 units. Some of them are almost 20 years old and should be replaced. Weber's submitted a HVAC replacement plan with costs and work spread over a 3 year period. Gilman will ask for estimates for the HVAC replacement from other local Heating and Cooling Businesses. She will present these at the August meeting. Gilman provided the board with a tentative calendar for policy reviews. The state requires all policies be reviewed periodically. The policy reviews will be staggered so not all policies are reviewed at same time. Director Gilman continued by sharing staffing schedules and staffing needs. She uses the "Standards for Illinois Library" as a resource reference. Gilman shared her proposal with the board. Her recommendation is to hire a full time person for programming, marketing and cataloging. She would have 3 of the current part-time employees working 20 hours per week and the other 4 working 11.5 hours per week. She also proposed that the library open at 9:00 AM and close Monday- Thursday at 6:30, Friday at 5:00 and keep Saturday hours the same. Gilman said that her proposal be over budget but noted that the library does have the funds available. All of the information is included in her proposal. The board discussed the proposal submitted by Gilman and decided to request a job description be available for the September meeting with the plan to have a new full time employee in place by December or January.

Troy Simpson moved to adjourn, a second was made by Brian Hasbargen and all present agreed.

The next meeting will be Monday, August 26 at 5:30 PM

Respectfully submitted by: Debi Custer, Recording Secretary

**The Watseka
Public Library
Board
did not meet in
July 2019**

No Meeting July 2019

Watseka Public Library Board Meeting

August 26, 2019

Present: Rose Gilman, Rhonda Pence, Kris Lundquist, Brian Hasbargen, Beth Warren, Rich Dickte, Troy Simpson, Debi Custer, and Kay Johnson

President Rhonda Pence called the meeting to order. Kris Lundquist moved to adopt the agenda, and the motion was seconded by Rich Dickte. All present agreed to adopt the agenda.

The board reviewed the minutes from the June 24, 2019 meeting. Kris Lundquist noted that the word "slowing" in the Director's report should be changed to "slowly", and that under the New Business section the word "will" should be inserted so that the sentence should read, "Gilman said that her proposal will be over budget but noted that the library does have the funds available".

Troy Simpson moved to approve the minutes with the changes. Beth Warren seconded the motion, and it passed.

There no members of the public present at the meeting.

Director's Report: Rhonda Pence and Troy Simpson met with Rose Gilman to review the evaluations for Director Gilman. They prepared and set long term and short term goals for the library and for her as director.

Rose Gilman reminded board members that if we need to respond to an email send by Rose, to just send it to her only, because hitting "reply to all" could violate the Open Meetings Act.

Treasurer's Reports: Brian Hasbargen questioned the cost of the summer reading program. While it was high, Rose Gilman reported that about \$1,000.00 will be reimbursed to the library from the Friends of the Watseka Public Library. She also reported that the library purchased a new set of World Book encyclopedias. This was done at the request of some patrons who still like to use a hard-bound book to do research.

The other financial reports were reviewed and placed for audit.

Old Business: Rose will place an advertisement for a library assistant. The current staff is expected to work at least one closing and Saturday shift. The new assistant is expected to work 20-39 ½ hours per week and will be qualified for IMRF benefits. Rose proposed offering the new assistant \$12 - \$14 per hour.

The proposal from Weber plumbing for the HVAC system will be presented at a later time. Rose will obtain another proposal from C & C Plumbing and Heating.

New Business: Rhonda Pence announced that she would not serve as board president, in accordance with board policy. Kay Johnson moved that Kris Lundquist serve as board president, seconded by Troy Simpson. Motion carried.

Service Policy changes were provided to the board and discussed and Beth Warren moved to approve the policy. The motion was seconded by Richard Dicke, and the motion carried.

Rose also presented the board with Personnel Policy guidelines to be discussed and approved at the September meeting.

Brian Hasbargen moved to adjourn the meeting, seconded by Troy Simpson, and the meeting was adjourned.

The next meeting will be Monday, September 23, 2019 at 5:30 p.m.

Respectfully submitted,

Kay L. Johnson, acting secretary

Watseka Public Library Board Meeting
September 23, 2019

Present: Kay Johnson, Kris Lundquist, Rhonda Pence, Debi Custer, Rose Gilman, John Tonner

The meeting was called to order by President, Kris Lundquist.

Kay Johnson moved to adopt the agenda. A second was received from Kris Lundquist and all present agreed.

The minutes of the August 26, 2019 meeting were presented. John Tonner moved to accept the minutes as presented. His motion received a second from Debi Custer and all present agreed to accept the minutes.

No visitors were present.

Director's Report: Director Rose Gilman presented her detailed reports. She noted that the statistics are still going up. The attendance at the new craft programs are also increasing. Gilman mentioned that the men's restroom will need new signage in order to adhere to the new Illinois single occupancy restroom law. Director Gilman recommended the hiring of 2 new staff, Darcy Wallace and Ashtyn Barrett. Gilman also plans to purchase a Mac computer with Windows Microsoft. Mac computers offer better graphic programs and options.

Treasure's Reports: The WPL & FS finance reports were presented. Gilman mentioned that next year's budget will move FS revenue and expenses into the WPL budget. There were no questions. The finance reports will be placed on file for the library's audit review.

Old Business: Director Gilman shared information on the terms of the board members. The information shows when each member joined the board, who they replaced and when their current term expires. Gilman went on to discuss the new staff she would like to hire. Darcy Wallace will be the program assistant. She will work 35 hours per week and start at \$12.00/hour. Ashtyn Barrett will be a general employee. Ashtyn will work 30 hours per week with an hourly wage of \$11.00. Gilman recommended both be hired since she is terminating one employee. Gilman noted she has the necessary documentation to terminate the employee who has been given multiple warnings along with opportunities to improve. The board discussed and agreed with Gilman's recommendations concerning the hiring two new employees and the termination of one employee. Gilman said that she also feels it is necessary to change the library's door locks or replace them with keypads which could be re-programmed as needed. The Personnel Policy was presented with updates. The board did not have a quorum so a vote to accept updates will be done at the October meeting.

New Business: The board looked over the updated Materials Selection Policy, the Library By-Laws and the Newspaper Loan Policy. The board will vote to accept the updated policies at the October meeting since a quorum was not present.

John Tonner moved to adjourn, a second was made by Rhonda Pence and all present agreed.

The next meeting will be Monday, October 28, 2019 at 5:30 PM

Respectfully submitted by: Debi Custer, Recording Secretary

Wateka Public Library Board Meeting
October 28, 2019

Present: Debi Custer, Rich Dickte, Brian Hasbargen, Kay Johnson, Rhonda Pence, Beth Warren, Rose Gilman

The meeting was called to order by board member, Rhonda Pence in the absence of both board president, Kris Lundquist, and vice president, Troy Simpson.

Kay Johnson moved to adopt the agenda. A second was received from Rich Dickte and all present agreed.

The minutes of the September 23, 2019 meeting were presented. Kay Johnson moved to accept the minutes as presented. Her motion received a second from Beth Warren and all present agreed to accept the minutes.

No visitors were present.

Director's Report: Director Rose Gilman presented detailed informational reports. She included information for webinars regarding organizational structure for the board to review and comment on as required by the Per Capita Grant. Gilman is recommending new hours for the library: Monday, Wednesday, Thursday, Friday 9:00 AM – 6:00 PM, Tuesday 9:00 AM – 7:00 PM, and Saturday 9:00 AM- 1:00 PM. Gilman also discussed staffing and scheduling with the board. Darcy Wallace and Ashtyn Barrett, the new library employees, were praised by Director Gilman. She is considering changing monthly staff meetings to quarterly staff meetings. After discussion the board recommended keeping monthly staff meetings. Library planned improvements include a youth and children's L-shaped service desk.

Treasure's Reports: The WPL & FS finance reports were presented. There were no questions. Director Gilman reported that the farm crop yields were higher than expected which increased farm income. The finance reports will be placed on file for the library's audit review.

Old Business: The amended Materials Selection, Library By Laws and Newspaper Loan policies were presented at the September meeting. The vote to approve the changes was postponed until this meeting since a quorum was not present at the September meeting. Rich Dickte moved to approve the three policies as amended. His motion received a second from Brian Hasbargen. All present voted to accept the policies as amended.

New Business: The updated Microfilm Policy was presented. After discussion Beth Warren moved to approve the policy as presented, Kay Johnson seconded the motion and all present agreed. Rose Gilman said the ALA (American Library Association) and ILA (Illinois Library Association) are recommending that library trustees join these organizations. She asked that the board members consider this recommendation.

Brian Hasbargen moved to adjourn, a second was made by Rich Dickte and all present agreed.

The next meeting will be Monday, November 25, 2019 at 5:30 PM

Respectfully submitted by: Debi Custer, Recording Secretary

Watseka Public Library Board Meeting
November 25, 2019

Present: Rose Gilman, Kris Lundquist, Beth Warren, Brian Hasbargen, Kay Johnson, Troy Simpson, Debi Custer

The meeting was called to order by President, Kris Lundquist.

Troy Simpson moved to adopt the agenda. A second was received from Kay Johnson and all present agreed.

The minutes of the October 28, 2019 meeting were presented. Kay Johnson moved to accept the minutes as presented. Her motion received a second from Beth Warren and all present agreed to accept the minutes.

No visitors were present.

Director's Report: Director Rose Gilman mentioned the reports and statistics included in the board packets. Troy Simpson questioned the circulation numbers. Gilman said that youth trends are declining and adult trends are improving. She feels that marketing for programs needs to be improved. The new adult craft programs are very popular. Gilman and the staff have been discussing ideas for after school activities to improve youth trends. The Coats for Kid's Program which is organized by the Watseka Elks Club was held at the library this year. Gilman reported that Diann Peabody is no longer working at the library. Peabody is still volunteering through the Friends of the Library.

Treasure's Reports: The WPL and FS finance reports were discussed. Gilman asked if the board would like a combined or separate profit/loss report for WPL and FS. After discussion the board asked for both separate and combined reports. The finance reports will be placed on file for the library's audit review.

Old Business: The new library hours will begin on February 17, 2020.

New Business: The library's current phone system is 20 years old. Gilman presented a proposal from Proven IT to update the entire system. This would include phones, cabling (Cat6) and networking. The improvements would include security components with a firewall. The new system should last 20 – 30 years. The proposal included suggested time frames for the work. Proven IT plans to work during regular library hours but will rotate the work. The rotation will enable the library systems to continue working at reduced capacity. Frank Smith funds will pay for the improvements. After discussion the board asked Director Gilman to request bids from other IT companies. If another meeting is needed to look at the bids and vote on the upgrades, it will be held on Thursday, December 12, at 5:30 PM. The board continued by looking at three policies; Conflict of Interest Policy, Reciprocal Borrowing Policy and Reference and Readers' Advisory Policy. The Reciprocal Borrowing Policy wording needs one correction. The policy should read "and photo identification" instead of "and a photo identification". Troy Simpson moved to accept the changes and updates as presented with the addition of the changed wording for photo identification. Brian Hasbargen seconded the motion and all present agreed.

Troy Simpson moved to adjourn, a second was made by Debi Custer and all present agreed.

The next regularly scheduled meeting will be Monday, February 24, 2020, at 5:30 PM

Respectfully submitted by: Debi Custer, Recording Secretary

**The Watseka
Public Library
Board**

**did not meet in
December 2019**