

Bunker Hill Public Library District Minutes

July 5th, 2017

6:00 p.m.

A quorum was established and a meeting was called to order at 6:05 p.m. Flieger, Wilcox, Morrison, Hughes, Scroggins, and Lasswell were in attendance. Linnebrink was absent. Also, James Spitel was in attendance. A motion to approve the agenda was made by Hughes, and seconded by Wilcox. There was a motion to approve last month's minutes made by Morrison and seconded by Scroggins.

Treasurer's Report – The Budget Committee was to look into the categories of the Budget Sheet and get some more definition of them. The book fair was also discussed. There were a few checks written for the Book Fair which were all made out to the Bunker Hill Public Library, then the Library wrote one check to the Scholastic Book Fair. It just wasn't clearly stated in the Treasurer's Report, and Lasswell helped to straighten out any questions that were asked. A motion was made to approve the Treasurer's Report by Morrison and seconded by Hughes.

Librarian's Report – Lasswell gave an update on the Summer Reading Program. The first day of the Reading Program, there were 66 kids who attended the Kick Off. There were between 40 and 55 kids at the following events. There are two more weeks left of Summer Reading Program. Lasswell, Linnenbrink, and Flieger will be in attending the Bunker Hill July 4th Parade and will hand out bookmarks, pencils, fliers and suckers. Flieger have rounded up others who will be riding on bikes in the parade. Lasswell has said that she plans to host an escape room in the Library in the fall to target teens and young adults and even some adults.

Committee Reports – Final committees were voted on and there was only one change. Hughes will be added to the Public Relations Committee with Wilcox.

Old Business – Da-com printer proposal was preferred to the Lazerware proposal, but Lasswell was asked to ask Da-com if they can do a shorter lease time and bring final proposal to next meeting. Wilcox has discussed with the owners of the Gazette, John and Susan, and they said that they didn't want to give us any definitive answers yet because they wanted to do their own research on various grants and/or what and how to upgrade what we currently have. We currently don't have any bids on tearing down the shed, so Lasswell will contact the Gazette and have them run the bid again. Wilcox will also look into the legalities of advertising on Facebook. *UPDATE* Wilcox did the research, and discovered that it is okay to advertise on Facebook. Linnenbrink was absent, so we didn't get an update on finding High School Volunteers for scanning and saving library documents or if he contacted IMRF to change the point of contact.

New Business – It was discussed to update the Non-Resident Fee for the Bunker Hill Library, and after much discussion it was requested by Wilcox that we completely eliminate Non-Resident Cards from the Library. Lasswell agreed that it would eliminate a lot of hassle and arguments at the Library due to the lack of Library District Maps. It was then a unanimous decision to eliminate Non-Resident fees.

Executive Session – The board entered Executive Session from 6:45 to 6:51 to discuss Personnel matters.

The next board meeting will be held on Wednesday, August 2nd at 6:00.

There was a motion to adjourn the meeting made by Wilcox and seconded by Hughes.

Bunker Hill Public Library District

August, 2017

Due to lack of a quorum, despite being rescheduled multiple times, there was no August Board Meeting for the Bunker Hill Public Library District. All information was tabled until September 2017 Board Meeting.

Bunker Hill Public Library District Minutes

September 5, 2017

6:00 p.m.

A quorum was established at 6:00 p.m. Scroggins, Flieger, Wilcox, Hughes, Linnenbrink, and Lasswell were in attendance. Speitel, Robbins, and Albers were also in attendance. Morrison was absent. A motion to approve the agenda was made by Wilcox and seconded by Hughes. There was a motion to approve last month's minutes made by Flieger and seconded by Wilcox.

There were no Public Comments.

At this point in the meeting, James Speitel requested to become an appointed member of the Bunker Hill Public Library District Board of Trustees. It was a unanimous vote to appoint James Speitel. He was then sworn in by Wilcox – a Notary Public.

Treasurer's Report – There wasn't anything outstanding with the Treasurer Report. There was a motion to approve the Treasurer's Report made by Flieger and seconded by Wilcox.

Librarian's Report – Lasswell gave details on the final Summer Reading Program – there were 55+ students who finished the Summer Reading Program. More than last year, and she hopes to add more next year. Lasswell also requested that we renew the Edwardsville Children's Museum Passes because they have been a huge hit with our patrons with children this past year. The board unanimously voted to renew the passes. It was then requested that we use the Square app on the iPad be used to keep track of all transactions vs just electronic payments. It was suggested by Wilcox and Linnebrink that we talk to Lazerware and see if they have a program that can be used to hold all employees accountable. Lasswell also received information about a business that aids libraries in filing for the e-rate grant, but it was also mentioned that Lazerware offers that help also. Lasswell lastly mentioned that employee hours are being rearranged to give Sims extra time on the clock to work on a high-dollar grant for the Library. If received, the grant will cover the SHARE Membership costs and hopefully extra which would be approximately \$2,500.

Committee Reports – Budget/Finance: The committee has scheduled a budget meeting for Monday, September 25th at 6:00 p.m. and will schedule a budget and appropriations hearing at that time.

Speitel was added to the Building/Maintenance Committee and the committee is currently working on a PM Calendar for the Library. Lasswell is to issue Flieger keys and alarm code to allow him after-hours access to perform these preventative maintenance procedures.

There were no other committee reports at that time.

Old Business – Printer proposal from Da-Com was approved. There was only one bid submitted for the destruction and removal of the shed behind the library, and the board all voted to go ahead with the bid and call and schedule the removal. Linnebrink stated that he had contacted IMRF via letter to change the point of contact there, but has not heard anything back from them. Wilcox also brought up the past discussion of the microfilm/fiche and the Gazette, and let us know that the Gazette has offered to take the responsibility of sending all the microfilm/fiche to get it digitized and making us a copy of the digital material so we won't be liable for any of the shipping of the microfilm/fiche. The board all agreed to go ahead with this offer. Wilcox will be the point of contact for this matter and will let Lasswell know when to have all microfilm/fiche gathered up and inventoried for the Gazette to collect.

Executive Session – Executive session was recorded on Linnenbrink's phone and the matter of Sim's yearly review was discussed.

The next meeting is to be held on Wednesday, October 4th at 6:00. At this meeting, a board Secretary will be assigned.

There was a motion to adjourn the meeting made by Flieger and seconded by Hughes. Meeting was adjourned at 7:08

Bunker Hill Public Library District Minutes

October 4, 2017

6:00 p.m.

A quorum was established with Linnenbrink, Flieger, Morrison, Wilcox, Speitel, and Scroggins present. Hughes was absent. A meeting was called to order at 6:03 p.m. A motion to approve the agenda was made by Wilcox and seconded by Morrison. There was a motion to approve last month's minutes made by Wilcox and seconded by Flieger.

There were no Public Comments.

Treasurer's Report – There wasn't anything unusual with the Treasurer's Report, and a motion was made by Flieger and seconded by Linnenbrink to approve the Treasurer's Report.

Librarian's Report – Lasswell informed the board of the Pumpkin Decorating Contest that is to happen in the month of October and stated that all of the pumpkins were donated by Matthew Leigh and Ashley Komnick for us to be able to host the contest. Lasswell then asked the board to vote on their top 3 favorite book marks for the Bookmark Coloring Contest that is being held in collaboration with the Art class. Lasswell then asked to attend a free training workshop that is to be held on Monday, October 16th. The training is for what to do in an active shooter situation and about blood borne pathogens. A motion was made for Lasswell to attend this training by Morrison and seconded by Flieger.

Committee Reports - A board Secretary was voted on via secret ballot. It was a unanimous vote of Cathy Hughes to become Board Secretary. Lasswell will inform her of the decision.

Budget/Finance Committee: Lasswell presented the board with a tentative budget for the 2018-2019 fiscal year. It is slightly out of balance at the moment, but there will be another meeting between the budget committee at the beginning of the calendar year to further discuss the coming year's budget and set a final budget to vote on. The committee is actively looking for ways to lower the budget, and one of them is receiving a new quote on our insurance policy – Wilcox has a meeting with Whitfield Insurance on Friday, October 6th and will bring a quote to the following board meeting.

Building/Maintenance Committee: Flieger will come and see Lasswell to get his keys and alarm code. Flieger also mentioned that he has an ongoing maintenance plan almost ready to go. He will bring it to the next board meeting for review. Lasswell stated that she is in contact with GreenTrac for the destruction and removal of the shed, and should have a date soon. Linnenbrink asked to make sure Lasswell gets a start and an end date for the project. Lasswell was also asked to double check that GreenTrac would fill with dirt and seed.

Policy/Procedure Committee:

Community/Public Relations Committee: The entire board has thrown around the idea for a fundraiser, so an email will be send out to the committee to schedule a meeting to discuss fundraiser options.

Landscaping Committee: Morrison asked for Burns Landscaping contact information, and it was researched via internet and given to her. She is going to contact Burns Landscaping and Legacy Landscaping and ask for multi-level bids from each company along with a diagram to bring to the board at the beginning of the calendar year. It was suggested that we search for grants pertaining to landscaping from places like Lowes and Home Depot.

Old Business – Lasswell stated that Da-Com will be in on Thursday, October 12th to install the new printer. Wilcox also stated that she hadn't received any news from the Gazette regarding the microfilm, and Lasswell agreed, so we are currently waiting on an email to have the microfilm digitized.

The next meeting is to be held on Wednesday, November 1st at 6:00. There was a motion to adjourn the meeting made by Wilcox and seconded by Linnebrink. Meeting was adjourned at 7:06 p.m.

Bunker Hill Public Library District Minutes

November 1, 2017

6:00 p.m.

A quorum was established with Linnenbrink, Flieger, Wilcox, Morrison, and Scroggins. Hughes and Speitel were absent. A meeting was called to order at 6:10 p.m. A motion to approve the agenda was made by Flieger and seconded by Wilcox. There was a motion to approve last month's minutes made by Flieger and seconded by Wilcox.

There were no public comments.

Treasurer's Report – Robbins handed out copies of the FY 2017 Annual Financial Report from the State of Illinois Comptroller to everyone in attendance. All members reviewed the report. There was a motion made by Wilcox to approve the report and Wilcox, Linnenbrink, Flieger, Scroggins and Morrison all approved the report. All members stated that they all received the Annual Financial Report from FY2016 as well. There was a motion made by Wilcox to approve the report and Wilcox, Linnenbrink, Flieger, Scroggins and Morrison all approved the report. Next Robbins handed out the monthly report, and after all members looked over the report, a motion to approve the report was made by Flieger and seconded by Morrison.

Linnenbrink asked Lasswell to schedule a meeting with Clean Co. to discuss the current contract and rates for their services.

Librarian's Report – Lasswell stated that there was a great turnout rate for the Pumpkin Decorating Contest. It encouraged patrons to visit the library daily to vote for their favorite pumpkin, and most that visited also took 2 or more books with them. Lasswell then stated that the new printer has been a valued investment so far. The subject of the old printer was then brought up, and Linnenbrink requested that we try to sell the old printer for approximately \$150-\$200 to try to recuperate some funds from the new printer. Lasswell will post it for sale on local sites and an email exchange and see what she can do. Lasswell then informed the board of the craft night scheduled to make ornaments for the City Christmas Tree. The library will fund some of the craft and patrons have also brought in supplies for the event. The Christmas Walk was then brought up where Morrison volunteered to be Mrs. Claus for the event from 8:45 until 12:00. She will read stories to kids who visit the Library that day. The library will also participate by having a door prize. The prize will be a Book Basket with good condition donated books, small treats, and Lasswell will donate some items for the prize basket. Lasswell then stated that she will be the point of contact for the local small business contest this year. The businesses will be making Christmas trees this year.

Committee Reports: The adoption of the Tax Levy had to be tabled until next meeting because it has not been received in the mail yet.

The Budget and Finance Committee is scheduled to meet at the beginning of January to further discuss the upcoming budget. Wilcox is going to follow up with Ron at Whitfield Insurance regarding a new insurance quote.

The Building and Maintenance Committee presented a monthly preventative maintenance schedule created by Flieger. This schedule maps out each piece of equipment within the library and states what sort of preventative maintenance that needs to be done on each piece and when it should be done. This ensures that all equipment is maintained properly and Flieger also stated that it could potentially result in a decrease in our insurance payment. Wilcox will ask Whitfield insurance if this is a possibility when she contacts him. Flieger stated that the thermostat in the Library lobby is broken. He has found a replacement that should cost less than \$300. Wilcox made a motion to give Flieger permission to purchase a new thermostat as long as it is within a \$350 budget. Morrison seconded this motion. Flieger also stated that the timer for the outside lights needs to be replaced. Linnenbrink found a replacement for the exact timer that was around \$900, but Flieger found a different but compatible one for \$200. Wilcox made another motion to approve that Flieger replaces the timer as long as it is within a \$250 budget. Morrison also seconded this motion. Linnenbrink asked Lasswell to start listing what monthly maintenance is due each month on the agenda to ensure that the entire committee knows what maintenance is due and can agree upon who will attend to it.

The Policy and Procedure Committee was questioned whether it was within statute to have Robbins sign the checks. Lasswell will ask a couple other directors and Wilcox will review the statutes and they will have an answer by next meeting.

The Community and Public Relations Committee is scheduled to meet at the beginning of January to discuss possible fund raising opportunities.

On the Landscaping Committee, Morrison stated that she talked to various companies for bids for landscaping companies but none will be available to give a bid until the beginning of January.

Old Business: The shed demolition went smoothly. Lasswell hasn't received an invoice for it yet. Lasswell stated that the Visa charge is being looked into. Wilcox still hasn't received any word from Laura at the Gazette, and stated that she will get in touch with her prior to the next meeting.

The next board meeting is to be held on Tuesday, December 5th at 6:00. There was a motion to adjourn the meeting made by Wilcox and seconded by Flieger.

Bunker Hill Public Library District Minutes

January 3, 2018

6:00 p.m.

A quorum was established with Linnebrink, Flieger, Speitel, Scroggins present. Hughes, Morrison and Wilcox were absent. A meeting was called to order at 6:05. A motion to approve the agenda was made by Flieger and seconded by Speitel. There was a motion to approve last month's minutes made by Flieger and seconded by Linnebrink.

Debbie Allen was present to sit in on a Board Meeting to determine her decision to possibly join the Library Board if Hughes continues with her suggested resignation. Allen didn't have any specific questions for the Board.

Treasurer's Report – Robbins was not in attendance. She left December 2017 Financial Reports to be handed out. There were no questions regarding the Treasurer's Report.

Librarian's Report – The Board liked the idea of a Library Mascot and allowing the Patrons to name him. Speitel offered the suggestion to find miniature versions of the mascot to have available for purchase. Lasswell will look into it. Lasswell shared her application for a mini-grant to be able to turn the Library into an Escape Room for a weekend or two. She also stated that she will keep the theme with the Summer Reading Program "Reading Takes You Everywhere." She will know the outcome of the grant by the beginning of March. Linnenbrink then asked the dates for the Summer Reading Program. Lasswell stated that the program will meet 6 times over a 7 week period. The dates will be June 14, June 21, June 28, July 12, July 19, July 26th with our grand prize drawing being on the 26th. Lasswell then shared Sims' success with the Walmart grant – she received \$700 to be applied toward our yearly dues for SHARE. Sims also told Lasswell that she is currently working on another grant from Walmart and one to two others that she has found. Lasswell also stated that the Christmas Walk was a success for the Library again this year. We had many people love our raffle baskets and our Book Tree that Lasswell constructed for the Business Contest then also reconstructed in the Library for the remainder of the Christmas season.

Committee Reports: Budget and Finance Committee: No updates because Wilcox was not present. We will receive her Whitfield Insurance update next month.

Building and Maintenance Committee: Flieger stated that he would be up on Saturday the 6th to work on the monthly PMs. There was no follow up for November/December because Flieger wanted to wait until 2018 to start PMs. There had been some issues with the building staying heated. Lasswell was told to call Ernst Heating and Cooling out of Hamel.

Policy and Procedure Committee: Lasswell is still looking into how other small Libraries run their bookkeeping and check-writing system is done and will establish a plan for our library in the next meeting as long as she has sufficient information to do so.

Community Relations Committee: There were no updates to give from this committee.

Landscaping Committee: No updates because Morrison was not present.

Old Business: Lasswell is meeting with two potential buyers for the old printer on Thursday. Lasswell also had a meeting with the Clean Co. and managed to get our monthly bill lowered without renewing a contract.

New Business: There was no new business to discuss

Executive Session: Board asked Lasswell to attend Executive Session. Entered into Executive Session at 6:40 to discuss personnel scheduling/hours. Executive Session was recorded on Linnenbrink's device. Executive Session ended at 6:50.

The next board meeting will be held on Wednesday, February 6th at 6:00. There was a motion to adjourn the meeting made by Linnenbrink and seconded by Flieger. Meeting was adjourned at 6:55.

Bunker Hill Public Library

February 7, 2018

6:00 p.m.

A quorum was established with Linnebrink, Flieger, Speitel, Scroggins, Morrison, Wilcox and Allen. A meeting was called to order at 6:10 p.m. A motion to approve the agenda was made by Morrison and seconded by Flieger. A motion to approve last month's minutes was made by Speitel and seconded by Morrison.

Deb Allen was sworn in as the new secretary due to the resignation of Cathy Hughes.

Treasurer's Report – Robbins was not in attendance. She left the January 2018 Financial Report to be handed out. Flieger asked Lasswell to gather the Tech Electronics contracts to review and possibly get bids from other companies. There were no questions regarding the Treasurer's Report. Motion to approve the report was made by Wilcox and seconded by Morrison.

Librarian's Report – The Board liked the idea of "Wags and Tales" (therapy dogs) visiting once a month. Lasswell and Sims requested to visit different Libraries of our size in the area. The Board thought maybe we should table this idea until they cut down their route and chose fewer Libraries to maybe get a better idea instead of all the libraries chosen. Lasswell will check into the Tech bill expenses. Will vote on the Lawn Care next month. Lasswell proposed a jewelry class being run by someone outside the library. The Board thought this would be okay but that the class instructor should give Lasswell the supply list and pick up supplies as per the By Laws. The Summer Reading program will be held on Thursdays this summer. The dates are Thursday from June 14 – July 26 in the am but not on 4th of July. Many prized have been donated for this year. The Theme/Reading Log Example this year will be by miles. The theme will be travel so for every book they read they will get to log miles and see how far they will travel on the map. Moriah Meisenheimer will come in and speak about her travels to spark the readers. Sims received a grant from Ameren for \$500 to be used toward recycled benches.

Committee Reports: Budget and Finance Committee discussed who should sign checks. Since Morrison is the Treasurer she will be signing the checks. A meeting was scheduled for March 6th to discuss the 18/19 budget.

Building and Maintenance Committee scheduled a meeting for March 6. Flieger is checking into a leak. He is also getting bids for a back flow system check. There is no ladder here at Library. It was suspected that maybe it was left at Meehan's and Flieger will donate one.

Policy and Procedure Committee talked about adding a bereavement day to the contract. The committee talked about it and Lasswell and Wilcox will hammer out for the handbook and vote on next meeting.

Community and Public Relations Committee will have a meeting March 6 and start throwing around Fundraiser ideas.

Landscaping Committee is working on the landscaping for the Library. Morrison is meeting with 2 people next week to talk about the plans and has already met with one company. She will have the bids and plans hopefully by next meeting.

Old Business: Gazette News is going to have microfilm digitized. The Gazette is footing the bill. Wilcox is checking into if we do preventative maintenance if that will lower our bills for insurance.

New Business: No new business

Executive Session: Board asked Lasswell to attend the Executive Session. Entered into Executive Session at 7:02 pm to discuss Cleaning Contract. Executive Session was recorded by Linnenbrinks's device. Executive Session ended at 7:20.

The next board meeting is Wednesday, March 7, 2018 at 6:00. There was a motion to adjourn the meeting made by Linnebrink and seconded by Speitel. Meeting was adjourned at 7:25.

Bunker Hill Public Library Meeting

March 7, 2018

6 p.m.

A quorum was established with Linnenbrink – Absent; Flieger, Speitel, Scroggins, Morrison, Wilcox and Allen present. A meeting was called to order at 6:02. A motion to approve the agenda was made by Morrison and seconded by Speitel.

Treasurer's Report – Discussion about updating signature cards for bank was discussed. Motion made to add Linnenbrink and Morrison to sign the checks was made by Wilcox and seconded by Scroggins.

Librarian Report – A Circulation Stats sheet was passed out to the board. Not a big turnout for the Wags N Tales, but there was a basketball game and that took a lot away from the event. Dr. Seuss was an overall success. Seed Exchange is being handled by Mrs. Sims. It is a yearly thing and going well. Family BINGO Night is March 20 and 22 they have received many prizes for the game. The summer reading program plans are going as planned. Cardinals have donated tickets and many other items. They have set up a cleaning schedule with the library staff. We now have a rotating shelf schedule so that everyone will be more accountable and familiar with the book inventory. The Director's University was approved for Lasswell to attend. Motion made by Wilcox and seconded by Speitel. An update next month. Lasswell would also like to attend a forum in Edwardsville. They will vote on this in April. Decided not to place an ad in the High School Yearbook as we are paid by public funds.

Committee Meetings:

Budget/Finance met March 7th, 2018 and made a few adjustments to budget. It is not due until September so they will still be holding meetings for more ideas. As previously noted Morrison and Linnenbrink will be added to sign all the checks. Wilcox met with Ron Peach to go over information and will be getting quotes.

Building/Maintenance Ameren gives Instant Incentives now instead of grants. Such as helping us get supplies at a better rate for updating lights. Updating fixtures for whole building is being looked into. Sims and Lasswell are still looking for other grants. Our contract to Tech Electronics was up February 13, 2018 so will try to have proposals for the next meeting. Wilcox looking into policy about bidding process. The generator is going to be filled so not to cause any problems down the road. Additives are added so it does not have to be drained. Motion to take care of generator was made by Wilcox and seconded by Morrison.

Policy/Procedure Need policies for the employees updated. May contact a lawyer and see if everything in our policy is in line. Wilcox and Lasswell are also discussing a procedure manual so that everyone is on the same page.

Community/Public Relations Discussed golf fundraiser. Allen is checking with Brenda Boston about using her Golf Course to be held in late August. \$500 per foursome. Other suggestions for fundraiser being thrown around. Also maybe a flea market and sell spaces to participants. Minimal cost to Library.

Landscape none of the people got back with Morrison. She will be contacting them.

Old Business Update on backflow was discussed.

New Business Mowing bids were opened. Kara's Lawn Service was accepted with the lowest bid of \$23.59 per mow. She is insured. Motion made by Morrison and seconded by Speitel. Morrison will spray the weeds.

Executive Session nothing to be discussed

Next Board Meeting is Wednesday, April 4, 2018 at 6 p.m.

Speitel made motion to adjourn and Scroggins seconded it. Adjourned at 6:55 p.m.

Bunker Hill Public Library

April 4th, 2018

6:00 p.m.

A quorum was established with Lasswell, Wilcox, Speitel, Morrison, and Scroggins present. A meeting was called to order at 6:06 p.m. A motion to approve the agenda was made by Morrison and seconded by Speitel. A motion to approve last month's minutes was made by Speitel and seconded by Morrison.

There were no public comments.

Treasurer's Report- The reports were not delivered on time, so the approval of treasurer's report was tabled until May meeting.

Librarian's Report- Lasswell sent the Item Circulation report around for all to see. She then updated all on the status of the Summer Reading Program. She currently has a long list of prizes for kids and has all but one spot on the presenter's lists filled. She is currently working on having Pastor Jeremy come and speak to the kids about his recent trip. Lasswell stated that we had a total of 12 donors. Lasswell and Sims will be setting up a book sale for April 9th through 14th. Sims and Lasswell compiled the Back to Book Grant for \$1,000 and submitted the grant. Will know the results by mid-April. Lasswell stated that she received a scholarship for the Director's University from the IHLS Board of Directors. They will pay for the \$150 for the training session, and the Library will only have to pay for the coverage of shifts and Lasswells pay. Lasswell only requested that she is paid her normal 24 hours per week, but Wilcox stated that she's not sure if that is a legal option. Wilcox will look into the statutes and see what is/isn't legal.

Committee Reports- Budget and Finance committee stated that they attempted contact with Whitfield Insurance, but have yet to receive a response. Wilcox suggested that we possibly look into quotes from local agencies to request bids for insurance. Wilcox will take the lead on this project.

Building and maintenance committee was not present. All updates will be tabled until next meeting.

Policy and Procedure committee stated that their previous project of a policy/procedure booklet will be tabled until after Director's University because there may be helpful information shared there.

Community Relations committee will meet via group text/email to hammer out date for the golf scramble. The Flea Market idea will be tabled for now to shift focus onto the golf scramble.

Landscaping Committee presented some visual bids for the Library's landscaping. The quorum present narrowed it down to two businesses, but no decisions were made. The decision was tabled until the entire board is present to voice their opinions.

Old business- The subject of a Library cleaning contract was brought up, but tabled until the next meeting to discuss a specific company/person with Flieger.

New Business- None

Executive Session- None

Next board meeting is Wednesday, May 2nd, 2018 at 6:00. There was a motion to adjourn the meeting made by Morrison and seconded by Speitel at 6:42 p.m.

BUNKER HILL PUBLIC LIBRARY
MAY 2, 2018

A quorum was established with Lasswell, Linnebrink, Fleiger, Speitel, Scroggins, Morrison, Wilcox and Allen. The meeting was called to order at 6:01 p.m. A motion to approve the agenda was made by Morrison and seconded by Wilcox. A motion was made by Fleiger and seconded by Speitel.

There were no public comments.

Treasurer's Report: There may be a need to transfer some money over to pay bills to last to the end of fiscal year. Motion made by Wilcox to transfer \$20,000 and seconded by Fleiger.

Librarian's Report: Look at the May circulation reports. The book sale was a little low this year. May have to do next year with the City Wide Yard Sales. State Back to Book Grant for \$1,000 was approved. It is for Junior Nonfiction. The Per Capita Grant of \$5,337.50 to be used by June 2019 for books was higher than in past years. Decided to hold our regular June meeting. Lasswell will be at the Director's University. They have finalized their plans for the Summer Reading Program Schedule. Illinois Department of Natural Resources will be here. Pastor Jeremy is going to do a talk about Jerusalem. Moriah Meisenheimer is going to do a talk about her travels. Like to reward Volunteers with a bank gift card. Wilcox made a motion to get bank gift cards for volunteers and Morrison seconded it.

Committee Reports:

Budget/Finance Committee: Received quotes from local insurance company. Wilcox is going to do a comparison spread sheet and get it to us in the next few days. If a representative is needed for next meeting from companies, it can be arranged.

Building/Maintenance Committee: Back flow problem Turney was supposed to come fix. He has not been here. Fleiger will call Turneys. Alarm update is being tabled as they are coming this week.

Policy/Procedure Committee: Nothing to report.

Community/Public Relations Committee: Flyer is good to go. Can be picked up in the next week or so. Need volunteers to work the day of the Golf Scramble. Asking Bank of Edwardsville for donations.

Landscaping Committee: Morrison has it narrowed down to two places. Mayfield's and Designer Landscaper. We will vote on one and then start talking to people about grants. Morrison was going to contact Pat Sims about ideas from her. Look into maybe a memorial fund. Will try to get set up to put it in place by fall.

Old Business: 40 hour week to be paid while gone. Covered under Workers Compensation. The cleaning contract will be going out for bids. They need to be bonded and have proof they are bonded.

No new business.

No Executive Session

Next board meeting is Wednesday, June 6, 2018.
Meeting Adjourned at 7:18.

BUNKER HILL PUBLIC LIBRARY

June 6, 2018

A quorum was established with Linnebrink, Scroggins, Speitel, Morrison, and Allen. Wilcox, Flieger and Lasswell were absent. The meeting was called to order at 6:01 p.m. A motion to approve the agenda was made by Speitel and second by Morrison. A motion to accept the minutes from May was made by Speitel and seconded by Morrison.

Public Comments: Maria Massey approached the board asking if for the Fall Festival she be a part of the Library. That way avoiding extra cost as she wants to do a Mexican Festival featuring workshops, paper arts, food and dancers. The cost is \$50.00 but was told if Library had a stand she could join here. Would like it to be in memory of Marvin Rensing. Thought it would be okay but would get back to here when Lasswell is back from her conference and can check out all the details.

Treasurer's Report: Money was transferred in May of \$20,000.00. This should finish out the year. Motion made by Speitel and seconded by Morrison.

Librarian's Report: Due to Lasswell being at Conference, she will update us in July.

Committee Reports:

Budget/Finance Committee:

- A. Voted Hastings Insurance Company. Motion by Morrison and seconded by Allen.
- B. Will schedule budget meetings when Lasswell gets back.

Building/Maintenance Committee:

- A. Knox Box – William Sloan attended the meeting get us up to speed on a box that could be accessed by the Fire Department. They would have a master and we would put Library key in it so if a fire no one had to search around for keys and would know exactly what to do. It keeps a list of anyone using that key and is a safe guard for Library and well as the Fire Department. Price is \$308. Will vote on next month. Really liked idea but would like to talk to whole board on which version we want.
- B. Backflow Update Fleiger will update next month.
- C. Leak will be discussed next month.
- D. Gutters will be discussed next month.

Policy/Procedure Committee

- A. 18-01 Ayes: Scroggins, Speitel, Linnebrink, Morrison, Allen Nay – 0 Absent Flieger and Wilcox
- B. 18-02 Ayes: Scroggins, Speitel, Linnebrink, Morrison, Allen Nay – 0 Absent Flieger and Wilcox
- C. 18-03 Ayes: Scroggins, Speitel, Linnebrink, Morrison, Allen Nay – 0 Absent Flieger and Wilcox
- D. 18-04 Ayes: Scroggins, Speitel, Linnebrink, Morrison, Allen Nay – 0 Absent Flieger and Wilcox
- E. 18-05 Ayes: Scroggins, Speitel, Linnebrink, Morrison, Allen Nay – 0 Absent Flieger and Wilcox
- F. 18-06 Ayes: Scroggins, Speitel, Linnebrink, Morrison, Allen Nay – 0 Absent Flieger and Wilcox
- G. 18-07 Ayes: Scroggins, Speitel, Linnebrink, Morrison, Allen Nay – 0 Absent Flieger and Wilcox
- H. 18-08 Ayes: Scroggins, Speitel, Linnebrink, Morrison, Allen Nay – 0 Absent Flieger and Wilcox

Community/Public Relations Committee:

Allen will talk to Sage House about donating beer for the Golf Scrambler. Edwardsville Bank will donate all the water. Allen sent out some flyers to different companies and individuals. Linnebrink is talking to people for donations. Will need volunteers. Speitel said his daughters could do it and also some High School girls can do for Community Service.

Landscaping Committee: Nothing to Report.

New Business:

- A. Secretary's books will need to be reviewed in July. Morrison and Speitel will do it.
- B. Approved 18-01 to 18-08 for the coming year.
- C. Voted to have a Non-Resident Card for \$40 for the year. Motion by Speitel and seconded by Morrison.

No Old Business

No Executive Session Next Board meeting is July 11, 2018 at 6 p.m. due to 4th of July. Adjourned at 7:05