

MINUTES
WOOD RIVER PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

DATE: **September 29, 2011**

TIME: 6:00 PM

PLACE: Wood River Public Library

I. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

Gail Keefe, President, called the meeting to order at 6:00 PM.

Members present:

Linda Duncan
Harry Feuquay
Gail Keefe
Allen Lamar
Kay Shewmake
Mary Smith
Dolores Studnicki

Members absent:

Carolyn Winnett
Nancy Yarnell

Others present:

Diane Steele, Library Director
Cheryl Maguire, City Councilwoman

A quorum was established.

The Pledge of Allegiance was recited.

II. APPROVAL OF MINUTES

25 August 2011

A motion was made by Kay Shewmake and seconded by Mary Smith to:

APPROVE THE MINUTES AS PRESENTED.

Motion carried.

III. CORRESPONDENCE AND COMMUNICATIONS

Cheryl updated the Board on City happenings.

IV. OFFICER'S REPORTS – none

V. COMMITTEE REPORTS – none

VI. FINANCIAL MATTERS

A. *Approval of Expenditures* – the expenditures were reviewed. The following were discussed in detail:

- ❖ *Alton Memorial Sales \$15.10* – brick engraving for Memories Garden—will be reimbursed by Foundation
- ❖ *Reilly Belli & Kate Kite \$100.00 each* – cash advance for Illinois Library Association Conference held in mid-October
- ❖ *Elk Heating \$138.20* – service call for air conditioning unit 4
- ❖ *Quality Seal Coat \$40.00* – 10 parking curbs were painted yellow
- ❖ *Quill \$210.00* – 2012 calendars
- ❖ *VISA \$1,514.07* – books \$82.87 (Borders), periodicals \$200.20 (Telegraph), miscellaneous \$37.56 (cards), and printing \$1,193.44 (ink pens)

A motion was made by Allen Lamar and seconded by Kay Shewmake to:

APPROVE THE EXPENDITURES IN THE AMOUNT OF \$28,693.51.

A Roll Call vote was taken.

All ayes. Motion carried.

B. *Financial Statements* – FY2011-12 August 2012 Preliminary Reports

Diane reported that the statements didn't reflect some entries and she had reported them along with the August bank reconciliations to the City. She also reported the bank balances as of August 31, 2011.

The current statements were reviewed.

A motion was made by Kay Shewmake and seconded by Dolores Studnicki to:

PLACE THE FY2011-12 AUGUST PRELIMINARY REPORTS ON FILE.

Motion carried.

C. *Monthly Interest Report* – The monthly interest made from the General, Working Cash, and Special Reserve funds was reported.

The Wood River Public Library Foundation interest was also reviewed.

VII. LIBRARY DIRECTOR'S REPORT

Diane reported the following:

- ❖ All employees will have mandated payroll direct deposits per the City.
- ❖ The Library is housing ArtEast participants again this year on October 15th (9am-5pm) and October 16th (11am-5pm). Bob Maguire and Gale Ufert will be among the artists at the Library.
- ❖ The Library is hosting *History Night @ the Museum* on October 19th at 6:30 pm. The program, "Mighty Cahokia: America's First City", will be presented by Bill Iseminger.
- ❖ The door aids will need to be replaced at some point. Each unit can be replaced at separate times if need be. This will be incorporated into next year's budget if they do not completely shut down this year.

A motion was made by Allen Lamar and seconded by Harry Feuquay to:

ACCEPT THE LIBRARY DIRECTOR'S REPORT.

Motion carried.

VIII. REVIEW/SIGN FY2012 PER CAPITA GRANT APPLICATION

The application was reviewed, signed, and will be sent to the Illinois State Library. Diane reported that Wood River's 2010 population (10,657) was down from 2000 (11,296) by 639.

IX. CONSIDER CONCRETE PAD BIDS

Diane reported that she had received only 1 bid back—she requested 3. She will make contact again and report back in October.

X. CONSIDER POSSIBLE BUILDING PROJECTS

Diane went over a list of building items that need to be addressed. She will get bids beginning with Fitzpatrick Murphy (renovation contractor) for the list of items and report back to the Board. Items that need to be addressed are: new signage that is being purchased by the Foundation, new ceiling lights, faulty lights in Café and display case, tuck pointing, fence, and concrete pad.

XI. UNFINISHED BUSINESS – none

XII. NEW BUSINESS – none

XIII. ADJOURNMENT

A motion was made by Harry Feuquay and seconded by Allen Lamar to:

ADJOURN THE MEETING AT 6:55 PM.

Motion carried.

Gail Keefe, President

Linda Duncan, Secretary