

## ARTHUR PUBLIC LIBRARY BOARD MEETING

February 20, 2017

Present: President Pate; Trustees Allen, Mammoser, Miller, Randall, Yeakel; Director Cisna.

Absent: Trustee Fritz

Meeting was called to order at 6:31 p.m.

Minutes from the January meeting were approved on a motion by Allen, second by Randall.

Treasurer's report for January was approved on a motion by Randall, second by Mammoser.

### Committee Report

Rod presented an estimate from Kauffman's Mobile Pressure Washing in the amount of \$1200 to clean and seal bricks on building, clean and seal benches, clean and seal sign. After some discussion it was decided to ask that they also clean the sidewalks with the provision that the bid not go above \$1500. Bid was approved on a motion by Mammoser and second by Randall.

### Director's report

- 1) Library is in need of two new desktops. We received bids from HP and APT Computers (Jay Martin, local dealer). Bids and descriptions are attached to minutes. It was approved on a motion by Randall with a second by Mammoser that the board will purchase, for now, one of the AIO 510AMDA9 for \$779 from APT.
- 2) On a motion by Yeakel, second by Miller, the board approved having assistant director Kelsey Pruitt attend both the Illinois Youth Services conference in Springfield on March 10 and 11 at a cost of \$384.25 and attend the Reaching Forward South conference at Eastern Illinois University on April 7 at a cost of \$109.
- 3) Decided to table the meeting room policy until next month.
- 4) Need a policy on Travel Expense and Control Act. Alice is working on this.
- 5) Bills were approved on a motion by Mammoser, second by Allen.

### Correspondence

- 1) Received notice from the State of Illinois that our annual report was submitted 4 days late resulting in a fine of \$20 which was forgiven. Need to talk with Kevin Huffman about getting these reports in on time.

2) Received a packet from Moultrie County regarding the appeal by Eberhardt Village of their EAV. Hearing to be held on February 28. No action needed on library board's part.

Trustee Randall left the meeting at 6:58 p.m.

#### Old Business

Set a date for annual board dinner. Saturday, April 1 at Biaggis in Champaign.

#### New Business

1) To make our outreach to homebound and older patrons more efficient, the board discussed and approved taking part in the Outreach Services Module through the SHARE (Sharing Heartland's Available Resources Equally) from the Illinois Heartland Library System. This module serves "homebound patrons and institutions. It can be set to automate title selection and delivery, set individual patron profiles based on reading preferences, generate selection lists, allow patrons to submit reader ratings and alert library staff if the patron has already read a selection." Cost is \$100 per year. Plans are to have Kelsey make deliveries one afternoon a week.

2) Discussed a telephone notification system through the SHARE program which would deliver overdue, requests and cancelled request notices by phone. Felt that not only the cost would be prohibitive but would lose the personal touch with library patrons.

Meeting was adjourned at 7:20 p.m. on a motion by Mammoser, second by Allen.

Respectfully submitted,



Martha K. Yeakel, Secretary

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