**Athens Municipal Library**

**December 14, 2017 minutes**

The meeting was called to order by President Sanderfield at 6:30 pm.

**Roll Call**

Maggie Sanderfield present

Kappi Marcus present

Holly Henning-Buhr present

Jennifer Bessert present

Vicki Thompson present

Linda Pedigo present

Cheryl Keller present

**Public Recognition of Visitors**

none

**Special Collections Room**

None

**Friends of AML**

None

**Approval of Minutes**

Jennifer Bessert made a motion to approve the minutes, seconded by Holly Henning-Buhr. Motion was approved.

**Treasurer’s Report**

Jennifer Bessert presented the monthly report. She answered questions regarding transactions that had been made. Linda Pedigo made a motion to accept the report and pay bills. Holly Henning Buhr seconded the motion. Motion passed unanimously on a roll call vote. Linda Pedigo made a motion to pay bills, seconded by Holly Henning Buhr. Motion passed unanimously on a roll call vote.

**President’s Report**

A letter of resignation was read from Paula Kennett effectively immediately. Maggie expressed her thanks and appreciation for Paula’s hard work and dedication.

**Library Director’s Report**

* The Interlibrary Loan Survey has been completed and sent to the Illinois State Library.
* Per Capita committee met and made the following recommendations:

A floor plan needed to be updated and given to the police and fire departments with an invitation to tour the building.

A priority list of the special collection needs to be created.

When possible two people be working during open hours.

Add standing committees to the by-laws.

Board minutes be emailed to members prior to the monthly meeting

* A sexual harassment policy must be in place by January 15th.

Material was distributed to be reviewed. A vote will be taken at the January meeting,

* The rural and small library will meet in Springfield September 2018. Cost is estimated to be $300 for members. Membership fees are $29 annually.
* Library Board Orientation Webinar is available on the Illinois State Library’s web page.
* Donna will be gone from Dec. 26th to Jan.2nd.

**Communications**

An invitation was received from Margaret Santos to a Christmas Open House.

**Technology**

Jennifer Bessert requested the purchase of a payroll program ($500).

A motion was made by Jennifer Bessert, seconded by Vicki Thompson to prepare a grant for updating computers. Motion passed.

**Unfinished Business**

1. Chair Rails awaiting a quote
2. End Caps, awaiting a quote
3. Upholstery and Replacing Chairs, awaiting more information and quotes
4. PerCapita FY2018 was approved with grant expenditures for new computers, software and programs. The motion was made by Jennifer Bessert to write the FY2018 PerCapita grant for new computers and software, seconded by Vicki Thompson. Motion passed.
5. Review Investment Policy, no action
6. TV Bracket, A motion was made by Jennifer Bessert to purchase a 55 in TV and brackets. Seconded by Kappi Marcus. Motion passed.

***New Business***

1. Review of Sexual Harassment Policy was presented. Must be approved by January 15.
2. Holly Henning Buhr made a motion to accept the resignation of Paula Kennett, seconded by Cheryl Keller. Motion passed.
3. Board Vacancies were discussed.
4. The positions of FOIA officer and open meetings officer were also left open. Holly Henning Buhr offered to fill both positions. Kappi Marcus made a motion to appoint Holly as FOIA officer, seconded by Jennifer Bessert, motion passed.
5. Kappi Marcus made a motion to appoint Holly as Open Meetings Officer, seconded by Jennifer Bessert, motion passed.
6. Due to Paula’s resignation, the office of Secretary needed to be filled. Vicki Thompson was nominated to be secretary and was accepted. Holly Henning Buhr made a motion to accept the nomination of Vicki Thompson as secretary, seconded by Cheryl Keller. Motion passed by voice vote.
7. The Interlibrary Loan Report was reviewed by the Director
8. There was discussion on the parking lot lighting Parking Lot Light and Ameren checked the light. They will put up pole and recommended a tree be trimmed at the library’s expense. It was suggested that an electrician look at it as it may need a sensor.
9. There was discussion on a new aggregation contraction for Electricity. Donna will check into this further.

**Items for January meeting**

Sexual Harassment Policy

Parking lot light

**Adjournment**

A motion was made by Jennifer Bessert to adjourn the meeting, seconded by Vicki Thompson. Motion passed. Meeting was adjourned at 7:38 p.m.

Respectfully submitted by,

Vicki Thompson