

Vice-President Angie Perry called the meeting to order at 4:32 pm. Also present were Andy Bastert, J.R. Parn, Donna Tracy, and Director Amy Gee. John Dittmer, David Zanolla and Michelle Bavery were absent.

Andy made a motion to approve the minutes from the April meeting, Donna seconded, approved.

Reports

Andy Bastert presented the treasurer's report. Money received from donations and memorials is much higher than last year, so he included a list of those memorials. The most recent is \$5,000 from the John Adkins family, which will be placed in the building fund.

Andy discuss the notice received that tax bill will be late this year. At this time it looks like we have sufficient reserves to carry us until we receive the tax funding, but we will continue to monitor the situation and can take action at a later date if needed.

Looking at the budget spreadsheet, Amy explained the issue with the worker's compensation insurance. For the last workers comp audit we were asked to submit the salary for our janitor also, but since she works on contract, she should not be covered by our worker's comp. Amy has called the insurance company and is awaiting a response. J.R. indicated that it is a clerical error and that he would be willing to assist with straightening out the issue if needed.

Amy keeps adjusting the PerCapita budget lines in order to spend all of the funds and zero out each line by the end of June.

Unfortunately circulation is still low. The new i-pads are being used frequently.

Amy reviewed the highlights of the Librarian's report. Amy has been interviewing candidates for the children's coordinator position. A potential candidate interviewed for the year-round position didn't respond to later emails and phone messages. So she will move ahead with hiring a candidate for this summer and keep looking for someone for year-round.

Jeanne Schell is retiring from the Library after 20 years of employment. J.R. moved to give her a \$50 check for her retirement. Andy seconded, approved. Angie will buy a card for the Board members to sign at the June meeting. Amy will prepare the check.

After other staffing issues are settled, Amy will investigate using a client from the West Central Service Coordination program as a volunteer.

Preparations are being made for our Summer Reading Program, "Reading Takes You Everywhere." Professors from WIU will be presenting a program on June 18.

The copy machine has been repaired.

Old Business

An article about the Library building and our options was published in the newspaper on April 18. There was no public reaction.

New Business

Discussed options for the air conditioning for the north part of the 2nd floor including the programming rooms. One option is to add more Freon. Last year that cost \$720 plus labor. Discussed the using window units, but would need to consider the drainage. Also discussed a mini split system. Amy will contact Duffy Ducts and Peters Heating and AC for quotes. JR is willing assist by meeting with the servicemen or reviewing quotes as needed. Andy moved to approve the expenditure of \$5500 or less for minisplits. JR seconded. Passed.

Donna moved to approve the request to add caller ID to the telephones. JR seconded. Approved.

Andy moved to approve signing the OCLC contract. Donna second. Approved.

We discussed the tax bills earlier in the meeting and will know more next month.

The e-rate funding was approved. Installation will begin this month. J&S will bill us for our portion and invoice USAC after July 1.

We were awarded the Back to Books grant of \$4,500 for STEAM books for Elementary, Middle School, and High School age patrons. We should receive the check later this month.

Our PerCapita Grant application for FY 2018 was approved, and has been returned to a previous level of \$1.25 per capita.

We discussed if we need to start requiring background checks for personnel. It was agreed that we should. The ROE in Macomb provides that service for a fee. Amy will check with the Hancock County Sheriff's Department to see if they conduct background checks. In addition to new hires, we should probably run a check on current employees as well. It was noted that if they had one in the past year for another agency, they could provide a copy of it in lieu of a new check. Amy will draft a policy.

The Board agreed that staff members should wear visible name tags with their first name. Amy will add this requirement to the Employee Guidelines. Staff will have input on the type and style of nametags to order.

The Finance Committee needs to meet before the June meeting. Amy will contact John for some possible dates and then check with Andy.

Donna made a motion to adjourn the meeting and JR seconded the motion. The next meeting will be June 11, 2018.

Donna Tracy, secretary pro-tem