Charleston Library Board Agenda
Monday, January 8, 2018 – 6:30 pm

1. Call to Order

2. Roll call
   Banks ___ Cunningham ___ Droste X__ Keefe__ Krahnke_X__ Monahan _X__ Newell __X__ Smallhorn__X_Wiseman_X__
   Craig Cunningham entered at 6:34
   Tim Keefe entered at 6:37

3. Public Comment

4. Board President’s Comments

5. Omnibus Agenda
   A. Approval of the December 4, 2017 Board Meeting Minutes
   B. Acceptance of Director’s Weekly Reports
   C. Acceptance of the Grant & Donation Report
   D. Acceptance of Program Report
   E. Acceptance of the Statistics Report
   F. Acceptance of IT Report
   G. Acceptance of Financial Reports - provided at the meeting
   H. Approval of the bills payable - provided at the meeting
   Motion to approve: __BW__ Seconded: __JS__
   Banks ___ Cunningham _Y__ Droste _Y__ Keefe_Y__ Krahnke_Y__ Monahan _Y__ Newell __Y__ Smallhorn_Y_Wiseman_Y__

Chris – Chris participated in the City Retreat and was happy to do so and learned a good deal. There was a leak in the boiler room. It was able to be stopped quickly, but the chemical feeder will need to be replaced. The technician from A&R was going to do the research into the cost of replacing the feeder. The library is fully staffed again. Laura Evans, Niko Tadic, and Sandra Edgington have joined the library. The annual fundraising campaign has gone very well, having raised $9,000.

Heather – The Library’s total fund balance is higher than the previous year. Total income is at a higher percentage due to the way property taxes come in. The audit has come in. One of the main findings was on restricted donations. Donations that are received and marked for an item the library typically buys will no longer be considered restricted donations. The other issue is with the FY17 Per Capita grant. The awarded amount has still not been received and due to it being so late, it must be counted as a loss against the fiscal year.

6. Action Item 2018 – 1: Approve Resolution 2018-01 to adopt the new policy prohibiting sexual harassment
   Motion to approve: __TK__ Seconded: __BW__
   Yeas: 8__ Nays: 0__

Chris - This resolution is in response to the recent Illinois law that requires every governmental unit to pass a policy prohibiting sexual harassment. While the library already has such a policy, this new one is more specific in a few areas and reaffirms the library’s stance against harassment in any form.

Full Board Packet available upon request at the service desk.
7. Discussion Items
   A. Review Per Capita Grant application
      Chris has finalized the FY18 Per Capita Grant application and will submit it to the state after
      the meeting. There is no updated timeline on receiving the FY17 Per Capita grant.
   B. FY19 Budget
      Chris will begin working on next year’s budget and wanted to know how the Finance
      Committee oversees the budget planning process. Chris will schedule a meeting with the
      Finance committee before the next board meeting.
   C. Friends of the Library
      The Friends of the Library has been officially disbanded. Chris met with Kathy Armstrong over
      the weekend to transfer the funds from the Friends account to the Library. These funds are
      restricted to the construction of a play space in the KidSpace. Chris is working with Kathy on
      the transfer of the Friends contact list and will update the Friends membership on the plans to
      absorb the Friends group and turn it into the Library’s volunteer program.
   D. Thank You cards
      Chris presented two thank you cards for the board to sign. The first to John and Phyllis Rearden
      for a donation they made to the library. The second to Kathy Armstrong for all of the work she
      has done to help the Library.
   E. Next Board Meeting – Monday, February 5, 2018 at 6:30PM.
   F. Other?
      Mary – A date needs to be selected for this year’s Literature and Libations fundraiser. The
      board settled on Friday, August 10, 2018. Chris will work on obtaining the liquor license, and
      the board members will work on obtaining sponsors for the event. Bob Newell and Lori Banks
      will begin the search for a band to play at the event.

8. Adjournment
   Meeting adjourned at 7:15pm