

**Bunker Hill Library District Meeting
November 7, 2018
6:00 pm**

A quorum was established with Linnenbrink, Scroggins, Lasswell, Morrison, and Speitel in attendance. Wilcox arrived at 6:08. The meeting was called to order at 6:04 p.m. A motion to accept the agenda was made by Morrison and seconded by Speitel. Motions to accept last month's minutes was made by Speitel and seconded by Morrison.

No public comments

Treasurer's Report: October report was approved by Wilcox and seconded by Morrison.

1. April reported that there was a check made out to Bethalto Public Library for \$23.89 on 12/18/2017 that has not been cashed. The board decided to avoid any fees associated with stopping the check, and just absorb the money back into the account because most checks expire after 6 months anyway.

Librarian's Report:

1. November and December calendar approved. Library will be pushing for patrons to give handmade gifts this Christmas which is why the December calendar has multiple crafts set up throughout the month.
2. She also attached a November work schedule for us to see.
3. Lasswell discussed the possibility of moving the Genealogy room into the office to give patrons who are looking to research genealogy more room to move and also have access to a computer. The current office would then be used for genealogy and tutoring as needed. The current genealogy room would then be used for storage and/or a small private meeting room. The board agreed that this would better utilize space. Lasswell and the board agreed to set a tentative deadline of the end of February to have the spaces moved and have all confidential information secured.
4. The Christmas Walk was discussed. Mrs. Claus will be reading stories to children in the Library. Lasswell will also set up a small scale book sale in the meeting room per patron requests. The Chamber of Commerce is hosting a Business Competition this year that is consisting of a Pie Eating Contest. No board members/staff that attended the meeting wanted/could participate, so Lasswell will consult absent members. Allen agreed to be the Library's representative at the Pie Eating Contest the day following the board meeting.

Committee Reports:

Budget/Finance:

1. The location of the Library's Bond was brought up. It is currently held at Whitfield Insurance, but in July we will discuss moving the Bond to a different location to keep our current insurance and bond in the same location.
2. Hastings Insurance sent a letter stating that they require parking blocks to be installed at our location. Not sure if we have the authority to install them. Linnenbrink will call and discuss the matter with the City and with Hastings Insurance.
3. It was questioned if the installation of the Knox Box would affect insurance or not. Wilcox will consult our insurance rep and find out.

Building/Manteca Committee:

1. All matters were tabled until Flieger is present.

Policy/Procedure Committee:

1. Levy was presented for approval. There was a roll call vote. Ayes: Linnenbrink, Morrison, Scroggins, Speitel, Wilcox. Nays: None Absent: Allen, Flieger
2. An amendment was submitted for review regarding Sick Time/Personal Leave. Tabled until further research. To be resubmitted in January.
3. Lasswell requested that any board member who's term is ending in 2019 or who has NOT been on the ballot before to stop and see her after the meeting to get information about the upcoming election.

Community/Public Relations:

1. The date of Saturday, February 9th was set for the Trivia Night with a backup date of Saturday, February 23rd. Allen will be informed of the dates and will speak to the Legion about hosting our event there and will inform the committee to proceed with plans.

Landscaping Committee:

1. There has been some miscommunication between Morrison and the landscaping company regarding additional plants. Morrison will call and work it out. A motion was made by Wilcox and seconded by Speitel to approve payment of the second half of the invoice after Morrison has resolved the miscommunication

issue and after all remaining plants have been installed. There was also a motion made by Wilcox and seconded by Morrison to transfer funds totaling the amount of the second invoice from the Money Market account into the General Fund.

Old Business:

1. There have been some ongoing maintenance issues. Some of which have not been addressed in two years or more. Linnenbrink and Speitel will work together to get some of them resolved as quickly as possible. Lasswell will also assist where possible.
2. Knox Box has been installed and Lasswell has left messages with Sloan multiple times with no call back. Lasswell will reach out again this week.

New Business: None at this time

Executive Session:

1. **Lasswell Annual Review and Personnel Issues** 7:05 went in to executive session with Linnenbrink, Wilcox, Scroggins, Morrison, Speitel and Lasswell. Lasswell asked to leave after discussion of Annual Review. Executive Session ended at 7:27 p.m.
2. A motion to approve a \$0.30 per hour raise back dating to October 1st, 2018 for Lasswell was made by Speitel and seconded by Morrison and entire board approved.

Next Board meeting January 2, 2019 at 6 p.m.

Meeting adjourned at 7:28 with a motion by Speitel and seconded by Wilcox.