

DAUGHERTY PUBLIC LIBRARY BOARD MINUTES
Daugherty Public library - December 7, 2021 7:00 pm

Board members present: Cleveland, Aguirre, LaCroix, Branson, Kuni, Kolbe

Board members absent: none (one board position remains open)

Librarian present: Carol Brockmeyer

Community attendee: Attorney Terry Peebles

The December 7, 2021 Daugherty Public Library Board meeting was called to order at 6:54 pm by president Kim Kuni.

The meeting was turned over to attorney Terry Peebles as he had information regarding annual budget, tax levy, as well as the 501c3 document.

Budget ordinance 21-01 was presented by attorney Peebles. Discussion was held. The ordinance covers the time period of July 1, 2021 to June 30, 2022. Motion made by LaCroix, second by Aguirre to accept the ordinance as presented. Motion passed. Ordinance was properly signed and dated by president Kuni, secretary Kolbe, treasurer Cleveland. Ordinance will be filed by attorney Peebles with a copy retained for library records.

Levy Ordinance 21-02 was presented by attorney Peebles. Discussion was held. The ordinance covers the time period of July 1, 2021 to June 30, 2022. Motion made by Cleveland, second by Aguirre to accept the ordinance as presented. Motion passed. Ordinance was properly signed and dated by president Kuni, secretary Kolbe, treasurer Cleveland. Ordinance will be filed by attorney Peebles with a copy retained for library records.

501c3 document was presented and signed by president Kuni. The document will be filed with the State of Illinois by attorney Mark Peebles.

While attorney Peebles was present, president Kuni asked the following questions for clarification:

- **is there a restriction on the number of board members who can be on a subcommittee** – because a subcommittee can take no action and must present their findings to the board for board action, there is no restriction to the number of board members serving on a subcommittee; no publication of subcommittee meeting is required, nor is publication of the purpose of the subcommittee meeting needed.

- **is the library board president an exofficio member of each committee or subcommittee** – Robert's Rules of Order needs to be consulted for further clarification

- **is it permissible for the library to do a money market savings account** – yes, it is permissible

- **is there a time limit in which to fill the open seat on the board** – there is a time limit with the consensus being "the sooner the better"- an uneven number of board members is needed for tie breaking votes – Cleveland will speak to a potential board member and report back at the January 2022 meeting

The board meeting resumed at 7:26 pm. Minutes from the November 2, 2021 board meeting were read. No additions or corrections. Motion made by LaCroix, second by Aguirre to accept the minutes as read. Motion passed. Minutes will be filed for audit.

Bills were presented for review and discussion. A bill from attorney Peebles was presented. Motion made by Cleveland, second by LaCroix, to pay attorney Peebles. Motion passed. Motion made by Cleveland, second by LaCroix to ratify all other bills presented and paid. Motion passed. Bills will be filed for audit.

Librarian's Report: The Per Capita Grant has been written and submitted with financial award to be determined, but always less than \$10,000 in awarding.

Motion made by Cleveland, second by Aguirre to pay \$50.00 for a map of the Daugherty Public Library District. Motion passed. Carol will take care of this issue.

Ron Dell will schedule AED training sometime in January 2022 for all employees at the cost of \$25.00 per employee.

As per federal Law, "Juneteenth," (June 19th) will be added as a Federal Holiday for all library employees and will be included in the library employees manual.

Committee Reports:

- **Building and Grounds:** ID Cleveland will be doing further research into needs for the concrete work in the front of the building as well as seeking bids for such and any other work to be done. ID also presented a tally sheet showing the times of the day the library has the most use by residents. It was suggested that Saturday usage be added to a future tally sheet.

- **Finance:** Branson presented a "Library 5 Year Financial Plan Proposal" that outlined potential financial investment of checking and endowment monies at Regions Bank, First Community Credit Union, or Scott Credit Union. The Plan Proposal also presented options for the Trust/Savings accounts at First Community Credit Union, Scott Credit Union, and First Community Bank. Discussion occurred. Each board member was given a copy of the subcommittees research for the 5 Year Plan with the direction to think about the information and to continue discussion of investment options at future board meetings.

-**Community Outreach:** Kolbe has made contact with "Library Friends" president, Leslie Sopp. They have agreed to have a Friends meeting in January. Kolbe has asked librarian Carole to brainstorm suggestions in ways the Friends could be of the most help to the library, including fundraising.

Kolbe also stated that the Rebekah's of Illinois will provide a Reading Machine to the library for residents use. The machine enlarges all kinds of type or handwriting, making reading easier for those who have visual impairments. The machine is free, is provided as a community service, only requiring a contract signed by a library official, stating the machine will be cared for, and will be returned to the Rebekah's when no longer needed. The Rebekah's are a part of the Independent Order of Odd Fellows of which there is an active lodge in Dupon – East Carondelet, one that has been active locally for over a century.

With no further old or new business, Cleveland made a motion for the meeting to adjourn, second by LaCroix. Motion passed. Meeting adjourned at 9:00 pm.

Submitted by Marlene Kolbe, Secretary

DAUGHERTY PUBLIC LIBRARY TRUST MEETING December 7, 2021

The December 7, Trust Meeting was called to order at 9:00 by president Kuni.

The minutes from the November 2, 2021 trust meeting were read. No additions or corrections. Motion made by Cleveland, second by LaCroix to accept minutes as read. Motion passed. Minutes will be filed for audit.

Old Business: none

New Business: none

With no further discussion needed a motion was made by Aguirre, second by Branson to adjourn the meeting. Motion passed. **Meeting adjourned at 9:05 pm.**

Submitted by Marlene Kolbe, Secretary

