

**Freeburg Area Library District
Board of Trustees Meeting
Minutes from 22 Oct 2013
[CORRECTION: Changed "19 Nov 2013" to "22 Oct 2013"]**

Regular Board Meeting

Roll Call: The regular meeting of the Freeburg Area Library District Board of Trustees was called to order at 7:00 p.m. by President Lawrence Meggs. Roll Call: Dora Becker, Betty Gerfen - absent, Terry Groth - absent, Vicki Helms, Kay Marshall - absent, Lawrence Meggs, and Holly Zipfel. Four present, three absent. Director Judy Groom and Assistant Director Karen Voelker were present.

Minutes: Vicki moved to approve the minutes of the regular meeting as corrected. Holly seconded. Four ayes, three absent, motion carried.

Treasurer's Report: The report was reviewed.

- (1) Dora reported that Citizens' Bank deposited the money for the loan in the grant fund account. The bank was contacted and David Mitchell assured us that it would be corrected and transferred to the regular checking account.
- (2) Lawrence suggested that a portion of Bea's estate fund should be in Citizens.

Monthly Bills: Holly made a motion to approve the payment of all bills. Vicki seconded. Roll Call: Dora Becker - Aye, Betty Gerfen - absent, Terry Groth - absent, Vicki Helms - Aye, Kay Marshall - absent, Lawrence Meggs - Aye, and Holly Zipfel - Aye. Four ayes, three absent, no nays, motion carried.

Director's Report: Judy presented her written report.

Youth Services Report: Karen presented her written report. Vicki suggested that flyers may generate more program attendance. Flyers could be posted in Gary's, Fitness Center and other businesses.

Correspondence: [CORRECTION: Changed "written" to "received" at the 19 Nov 2013 Board Meeting] A letter was received to show appreciation for the kindness and respect that was given to him by Linda Locke.

Unfinished Business:

1. Meeting Room Policy - Vicki said that 80% of the policy has been reviewed. She also mentioned that Bill Reichert (EWR Architect) believes that groups who use the meeting room should show proof of insurance.
2. Policy Manual Update - Review continues.

New Business:

1. Tax Levy Review - The Finance Committee will review the tax levy early in November since the meeting will take place on November 19 not the 26th. This is due to the Thanksgiving holiday.
2. Meeting Room Storage Areas - Vicki recommended Michelle Etling to paint the concrete floors. Dora made a motion to approve Michelle Etling to paint the concrete floors. Holly seconded. Roll call: Dora Becker - Aye, Betty Gerfen - absent, Terry Groth - absent, Vicki

Helms - Aye, Kay Marshall - absent, Lawrence Meggs - Aye, and Holly Zipfel - Aye. Four ayes, three absent, no nays, motion carried.

3. Meeting Room Dishwasher - The board wants to add a dishwasher to the left of the sink. Rodney can pull out the section and install the dishwasher. The drawers can be made into a rolling cart of drawers. Dora made a motion to have Karen/Judy contact Doug at EWR Architects to get a quote. Holly seconded. Roll call: Dora Becker - Aye, Betty Gerfen - absent, Terry Groth - absent, Vicki Helms - Aye, Kay Marshall - absent, Lawrence Meggs - Aye, and Holly Zipfel - Aye. Four ayes, three absent, no nays, motion carried.

4. Meeting Room Grand Opening will be held in early January.

5. Meeting Room Supply List - The list was reviewed. Changes are given below.

Kitchen Supplies:

Table setting for 40 people, not 45-50 people

Pots and pans - 2 quart saucepans

Baking sheets - 4

Clean Up: Add long dust mops, brooms, dustpans, buckets and mops
(Judy just thought of these necessities as she was typing the minutes.)

Safety: Add trivets such as pyrex glass, corning ware

Windows/doors - Front Entrance

Judy should get an estimate for window tinting

Display Cases: Library will pay for the cases. Find cases that have UV protection

Equipment: Coat racks should have wheels. Purchase 50 hangers.

6. Landscaping and Lawn Seeding - Dora made a motion to get a quote for \$3,500 to grade the lawn, seed the lawn and **border with rocks. ?????** Vicki seconded. Roll call: Dora Becker - Aye, Betty Gerfen - absent, Terry Groth - absent, Vicki Helms - Aye, Kay Marshall - absent, Lawrence Meggs - Aye, and Holly Zipfel - Aye. Four ayes, three absent, no nays, motion carried.

Adjournment: Holly moved to adjourn the meeting at 8:30 pm. Dora seconded. Four ayes, three absent, no nays, motion carried.

Judy Groom, Acting Secretary