**MEETING MINUTES**

October 10, 2017

Hudson Area Public Library District

Board of Trustees Meeting

104 W. Pearl St.

Hudson, IL 61748

The meeting was called to order at 6:30 p.m. by President Hess. Board members present were Beth Kreps, Nancy Rinda, Brian Davis and Kenneth Losey, and Dianne Feasley. HAPLD director, Suzanne Drucker, was also present. The minutes of the September meeting were reviewed and amended. A motion to approve them was made by Davis and seconded by Kreps.

**Library Director’s Report**

Drucker summarized her report to the board:

 Roof materials have been selected and ordered.

 Board granted authority for Drucker to work with President Hess to handle change orders for the roofing project

 Internet and phone upgrades has been completed and staff are pleased with the service

The board commended Jenny Losey for her work on the library’s new Facebook page and to the staff for the fall festival on October 3.

**Secretary’s Report**

Secretary Kreps presented Ordinance 2017-2018-05, this year’s levy ordinance. Feasley moved for approval of the ordinance. Losey seconded; all affirmed with “aye”.

**Treasurer’s Report**

Treasurer Rinda reviewed the current budget and expenditures. The annual financial report was presented. Kreps moved for approval, Davis seconded. The report will be published in The Quill.

**President’s Report**

President Hess reported that UCB Bank had contacted her to see if the library was interested in paperless checking in order to save a $3 monthly fee. Drucker will discuss with Todd, our bookkeeper, to determine if this is desirable. The staff holiday party will be held at 5:30 on December 12, prior to the board meeting. A volunteer is needed to coordinate the party. President Hess will be providing an annual review for Drucker. Feedback should be shared with Hess via email. Hess has begun to compile a list of projects to be completed in the next three to five years. So far the list includes:

1. Updating the community room flooring by replacing carpet with a more cleanable floor; leveling the cabinets, and replacing the countertop. Drucker will begin the planning phase of this project which she would like to complete in January 2018.
2. Landscaping
3. Lighting

**Old Business**

Purchase of DVD shelving was approved; motion by Davis, second by Kreps.

**New Business**

The LKM snow removal contract was reviewed. It was decided to accept the bid for snow removal to include the parking lot as well as the sidewalk. Motion was made by Davis; second by Losey. The board approved the request to close the library on Friday, November 17 for staff development. The board per capita required review was postponed until the November meeting. Board members are asked to review chapters 1-5 of the Trustee Facts File and familiarize themselves with services provided by the Illinois State Library Literacy program as outlined in the 2017 Per Capita Requirements provided in the October board packet. The board reviewed and reapproved the Unattended Children Policy; motion by Rinda, second by Feasley.

The meeting was adjourned at 7:45 p.m.; so moved by Kreps, seconded by Rinda.

Respectfully submitted,

Dianne Feasley