

MEETING MINUTES

November 12, 2019

Hudson Area Public Library District
Board of Trustees Meeting
104 W. Pearl St.
Hudson, IL 61748

The meeting called to order by President Hess at 6:34 pm. Other board members present were Dianne Feasley, Beth Kreps, Lynne Norris, Brian Davis & Nancy Rinda. Library Director Jenny Losey was also present. The minutes of the October meeting were reviewed and approved as amended.

Library Director's Report

Director Losey requested to close the library on January 6th for a Staff training day. Losey is seeking an expert in QuickBooks to help set up a new company allowing for a municipal format and knowledge to set up IMRF correctly in payroll. Four Hot Spots from Sprint are now available for patrons to check-out. She is currently acquiring bids for VOIP phone service. Losey presented a draft of a new mission statement. Discussion was held about reducing the length and using the final as a start for a strategic planning process. Director Losey has reached her 1 year anniversary.

Legal Secretary's Report

No report

Treasurer's Report

Feasley presented the monthly expense report. Motion to accept by Whitacre, second by Kreps. Motion approved.

Feasley presented the monthly financial report.

Feasley presented the FY '19 Annual Treasurer's Report. Motion to approve by Norris, second by Kreps. Report approved as presented.

President's Report

Hess reported there is still no response from state for the ADA parking lot proposal. Hess requested volunteers for the week of December 12-16 to help empty the Community Room so the new flooring can be installed. Discussion was held about moving the Staff Appreciation Christmas party to a new event during National Library Week in April. Board agreed to the change. President Hess requested comments and input for Losey's annual review.

Old Business

No Old Business

New Business

Director Losey presented a contract for Carie Dawson to provide cleaning services due to the retirement of the current provider. She requested a 3 month trial before signing a full contract. The board asked that she provide proof of insurance before beginning service.

Hot Spot User Policy – Motion by Davis to accept the Hot Spot User Policy as written, second by Feasley. Motion approved.

Non-Exempt/Exempt Compensation Policy – Motion by Feasley to accept the Non-Exempt/Exempt Compensation Policy as written, second by Davis. Motion approved.

Next meeting is December 10, 2019 at 6:30 pm.

Meeting adjourned at 7:38 pm.

Respectfully submitted,

Nancy Rinda 12/10/19
Nancy Rinda *Approved as read*