

PEORIA HEIGHTS PUBLIC LIBRARY
REGULAR MEETING
MARCH 10, 2008

The minutes of the regular meeting of the Board of Trustees of the Peoria Heights Public Library held in the Local History Room on March 10, 2008. The meeting was called to order at 6:30 p.m. by the President.

ROLL CALL: The following members answered roll call: Bill Bradley, Anne Lockhart, Nancy Marshall, Lisa Reinholtz, Margy Simmons, and Jeanette Hillyer.
Absent:
Marsha Westfall, Library Director, was also present.

Jeanette Hillyer told the Board that, due to health reasons, Lynne Hathaway had submitted her resignation from the Board. Anne Lockhart made a motion to accept Lynne's resignation with regret. Margy Simmons seconded the motion. ROLL CALL VOTE: Bill Bradley, yes; Anne Lockhart, yes; Nancy Marshall, yes; Lisa Reinholtz, yes; Margy Simmons, yes; and Jeanette Hillyer, yes. Jeanette asked the members to consider suggesting someone to be appointed to fill the vacancy.

MINUTES: The minutes of the previous meeting were approved as printed.

BILLS: After examining the bills, Bill Bradley moved, seconded by Anne Lockhart that the bills be approved and paid.
Roll call vote:
Ayes: Bill Bradley, Anne Lockhart, Nancy Marshall, Lisa Reinholtz, Margy Simmons, and Jeanette Hillyer.
Nays: none

FEBRUARY TREASURER'S REPORT
March 10, 2008

Heights Bank Checking

CASH ON HAND January 31, 2008\$1,737.17

INCOME

Copy Machine.....	\$19.90
Fines, Rent, Etc.....	679.30
Misc. Donation.....	200.00
<u>Transfer from Illinois Funds.....</u>	<u>17,000.00</u>
TOTAL INCOME	17,899.20

DISBURSEMENTS

<u>February Salaries and Bills.....</u>	<u>30,599.70</u>
TOTAL DISBURSEMENTS	30,599.70

ENDING BALANCE February 29, 2008.....(-\$10,963.33)

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Illinois Funds Money Market

Beginning Balance January 31, 2008	\$83,065.47
INCOME	
Illinois Funds Interest	<u>146.91</u>
TOTAL INCOME.....	146.91
DISBURSEMENTS	
Transfer to Heights Bank Checking.....	<u>17,000.00</u>
TOTAL DISBURSEMENTS.....	17,000.00
Ending Balance February 29, 2008.....	\$66,212.38

Illinois Funds Bond and Interest

Beginning Balance January 31, 2008	\$26,142.87
INCOME	
Bond and Interest Fund Interest.....	<u>53.71</u>
TOTAL INCOME.....	53.71
DISBURSEMENTS	
TOTAL DISBURSEMENTS.....	0.00
Ending Balance January 31,2008.....	\$26,196.58

Lisa Reinholtz moved, seconded by Anne Lockhart, that the Treasurer's Report be accepted and filed for audit.
ROLL CALL VOTE: Bill Bradley, yes; Anne Lockhart, yes; Nancy Marshall, yes; Lisa Reinholtz, yes; Margy Simmons, yes; and Jeanette Hillyer, yes.

LIBRARIAN'S REPORT

In discussing Lorraine Stotts' annual review, Marsha mentioned both her accomplishments and areas which needed to be changed. With reduced attendance at Storyhour and Toddlertime, there is less need to offer those services. During the upcoming year, Lorraine will spend more time with efforts to work with the schools and teens. Many procedures in library operations are in transition as a result of the new circulation system. Consequently, Lorraine's responsibilities will probably undergo switching, too. Marsha recommended that Lorraine be granted a raise. Bill Bradley made a motion to increase Lorraine Stott's pay one step on the salary scale. Margy

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Simmons seconded the motion. ROLL CALL VOTE: Bill Bradley, yes; Anne Lockhart, yes; Nancy Marshall, yes; Lisa Reinholtz, yes; Margy Simmons, yes; and Jeanette Hillyer, yes.

During the February meeting, the Board had learned that the Village Board would be discussing a possible Intergovernmental Agreement between the Village and the library. The agreement would state that the Village would provide ice melting chemicals for the library at a reduced cost. After the agreement was approved by the Village Board, a copy was sent to the library for approval and signatures of the president and secretary. Rather than risk the chance that bad weather would occur before the Library Board met on March 10, Jeanette and Anne agreed to sign the document on February 14, with the understanding that its presentation would be on the March agenda. Prior to the March meeting, Marsha had also received an addendum to the agreement stating that the Village will also provide snow removal from the parking lot. Margy Simmons made a motion, seconded by Lisa Reinholtz to formally approve the Intergovernmental Agreement, with addendum, between the Village and library. ROLL CALL VOTE: Bill Bradley, yes; Anne Lockhart, yes; Nancy Marshall, yes; Lisa Reinholtz, yes; Margy Simmons, yes; and Jeanette Hillyer, yes.

Several years ago a volunteer named Judy Gauf had prepared an index of the Heights Herald. She had also performed various other tasks during the few years she had volunteered. Poor health had kept her from continuing her help, however. She has remained in touch with the staff, and when her husband Bill passed away recently, the library was designated as a recipient for his memorials.

Marsha explained that the new circulation system has many advantages, but because each library has its own policies, complications have arisen in some of the procedures of the new system. Efforts are being made to standardize policies for all of the RSA libraries to simplify the procedures. The fact that the Peoria Heights Public Library has a 5 day grace period during which fines are not charged for overdue items presents some problems. Marsha asked the Board to consider allowing the grace period to be eliminated in favor of allowing patrons to renew items. Much publicity would need to be released prior to such a change. The Board agreed to consider this topic and continue discussing it at the April meeting.

When Jim Dwyer, a library employee, took an ICC graphics design class in the fall of 2007, an assignment was to create a logo. Since the staff had often talked about wanting a new logo for the library, Marsha asked Jim to inquire if a graphic design class could design one for us. The instructor had contacted Marsha recently to say that this semester's class would be assigned the project. The staff had seen the first drafts, and Marsha showed them to the board. Bill Bradley suggested that she investigate legal rights to being able to use the artwork. The chosen design will be ready by the end of the semester.

A group of marketing students from Bradley University had met with Marsha and Lorraine to discuss an assignment to work with a not-for-profit agency and a business to present and publicize a program. During National Library Week, they will hold a carnival at the library to promote good nutrition. Alwan's will donate snacks, and interns at OSF will help with the activities. Lorraine will read a story centered around nutrition. Coloring pages will be

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distributed through the schools, and the winner will be announced at the end of the carnival. The prize will be a bicycle. The students will present a final report of the project to their class at the end of April.

Marsha distributed the final version of the FY2008/2009 budget. She explained changes which she had made in some of the accounts after the draft version was presented at the February meeting. Following discussion, Bill Bradley made a motion to adopt the FY2008/2009 budget as presented. Anne Lockhart seconded the motion. ROLL CALL VOTE: Bill Bradley, yes; Anne Lockhart, yes; Nancy Marshall, yes; Lisa Reinholtz, yes; Margy Simmons, yes; and Jeanette Hillyer, yes. Bill Bradley also made a motion to adopt the resolution to levy a tax of .02% of the assessed valuation for purposes of building alteration and repair. Margy Simmons seconded the motion. ROLL CALL VOTE: Bill Bradley, yes; Anne Lockhart, yes; Nancy Marshall, yes; Lisa Reinholtz, yes; Margy Simmons, yes; and Jeanette Hillyer, yes. Marsha will ask Tom Horstmann about the dates for the Village Board's budget hearing and adoption meetings and will then pass the information onto the Library Board.

PRESIDENT'S REPORT

Jeanette Hillyer said that a recent chili supper fundraiser held by the police union had raised \$3,500 from ticket sales and a raffle. She suggested that the Board could consider a similar event to add to the library's funds. Avantis can prepare food for an organization and thus with little effort, a profit can be.

She also reminded everyone to try to find a person to fill the vacant position on the Board.

ALLIANCE LIBRARY SYSTEM REPORT

Marsha gave everyone a flier advertising a Wellness Fair to be held at ALS on March 12. She invited them to accompany her to a fundraising workshop on April 30 and one in which PC Reservation (a public access computer monitoring system) will be demonstrated on May 14. She'll give them more information on those workshops as the dates get closer.

PUBLIC COMMENTS

No one from the public was present to offer comments.

ADJOURNMENT

With no further new business to discuss, President Hillyer adjourned the meeting at 7:50 p.m.