

PEORIA HEIGHTS PUBLIC LIBRARY  
REGULAR MEETING  
APRIL 14, 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 April 14, 2008. The meeting was called to order at 6:30 p.m. by the President.

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

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

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

FEBRUARY TREASURER'S REPORT  
April 14, 2008

**Heights Bank Checking**

**CASH ON HAND February 29, 2008 ..... (\$10,963.33)**

INCOME

Copy Machine.....	\$34.05
Fines, Rent, Etc.....	757.95
Misc. Donation.....	460.00
Summer Reading Donation.....	110.00
<u>Transfer from Illinois Funds.....</u>	<u>30,000.00</u>
TOTAL INCOME .....	31,362.00

DISBURSEMENTS

<u>March Salaries and Bills.....</u>	<u>25,583.47</u>
TOTAL DISBURSEMENTS .....	25,583.47

**ENDING BALANCE March 31, 2008 ..... (\$5,184.80)**

**Illinois Funds Money Market**

Beginning Balance February 29, 2008 .....\$66,212.38

INCOME

Illinois Funds Interest .....	<u>80.20</u>
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TOTAL INCOME.....80.20

DISBURSEMENTS

Transfer to Heights Bank Checking.....30,000.00

TOTAL DISBURSEMENTS.....30,000.00

Ending Balance March 31, 2008.....\$36,292.58

**Illinois Funds Bond and Interest**

Beginning Balance February 29, 2008 .....\$26,196.58

INCOME

Bond and Interest Fund Interest.....45.20

TOTAL INCOME.....45.20

DISBURSEMENTS

TOTAL DISBURSEMENTS.....0.00

Ending Balance March 31,2008.....\$26,241.78

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

**LIBRARIAN'S REPORT**

Marsha reminded everyone that Statement of Economic Interest forms must be filed with the County Clerk by April 30.

She also asked the members to help with some of the Summer Reading Club activities. Following the Munch-A-Lunch on June 13, children will play board games with the Board. A bake sale will be held on June 26 and 27, with receipts donated to the two food pantries in Peoria Heights. An intergenerational program in which children team up with parents or grandparents to play bowling on Wii is scheduled for June 23. Extra adult help will be needed for these three activities.

Jim Dwyer, a part-time clerk, had completed his first year in that position. He and Marsha had met to review his work and discuss upcoming projects. Marsha recommended that the Board grant him a raise. Margy Simmons made a motion to increase Jim Dwyer's pay one step on the salary scale. Anne Lockhart seconded the motion. ROLL CALL VOTE: Anne Lockhart, yes; Nancy Marshall, yes; Lisa Reinholtz, yes; Margy Simmons, yes; and Jeanette Hillyer, yes.

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A Certificate on Deposit was due to mature at Heritage Bank on April 15. The Board considered current rates of interest at various banks. They also discussed remaining funds in the Illinois Funds account and what money would be needed before new tax money is received. Margy Simmons made a motion to cash in the CD at Heritage Bank and deposit the money in the Illinois Funds account to be sure there is enough available to pay bills until the tax money arrives. Lisa Reinholtz seconded the motion. ROLL CALL VOTE: Anne Lockhart, yes; Nancy Marshall, yes; Lisa Reinholtz, yes; Margy Simmons, yes; and Jeanette Hillyer, yes.

Marsha reported that the Village Board's budget hearing on April 8 had gone well. The adoption meeting would be held on April 15. She invited Board members to accompany her if they could.

The Rock Island Trail Storytelling Festival was taking place at six area libraries during week-ends in April. The Peoria Heights Public Library would present actress Katherine Harris on April 18. She would portray former slave Harriet Tubman.

Marsha had contacted a representative from Midwest Asphalt Repair, Inc. about repairing cracks in the pavement in the parking lot. He submitted a proposal to clean and fill the cracks for a cost of \$650 - \$1,000. Lisa Reinholtz made a motion to accept the Midwest Asphalt Repair, Inc. proposal. Margy Simmons seconded the motion. ROLL CALL VOTE: Anne Lockhart, yes; Nancy Marshall, yes; Lisa Reinholtz, yes; Margy Simmons, yes; and Jeanette Hillyer, yes.

On April 10, a group of senior marketing students at Bradley University held a nutrition carnival in the library's meeting room as a class project. Approximately 55 children and 40 adults attended. The students had to pair a not-for-profit agency (the library) with a profit business (Alwans) to prepare and publicize an activity.

Marsha distributed forms for parents to use when they register their children for Camp Clover, the three week program sponsored by the University of Illinois Extension which will be held in the library's meeting room in June.

As a class project, ICC graphic design students had created new logos for the library. The Board viewed the designs and selected one which would serve as the library's. They asked Marsha to investigate costs for using the logo on new letterhead and envelopes because the varied colors could be more expensive. They also suggested that Marsha ask the instructor if the wording on the logo could be rearranged.

The Peoria Heights Chamber of Commerce will sponsor "Old Glory Days", a carnival, on June 26, 27, 28. The Chamber would like other organizations in Peoria Heights to hold activities that week-end as well in the hopes that multiple events will attract people to the Village and the carnival. The library will hold a bicycle decorating contest and parade. The Board offered ideas for planning the event, and Marsha will work with the staff to prepare a promotional flier and registration form to take to school children before school is adjourned for the summer. Board members will help organize the participants and do judging prior to the parade.

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Staff member Sherry Sansom had volunteered to donate a red, white, and blue quilt she had made to the library. In turn the library could raffle the quilt as a fundraiser. The Board was appreciative of the offer and thought that chances could be sold during other community activities, such as Old Glory Days. The tickets would cost \$1, with six tickets sold for \$5. The winning ticket would be drawn on July.

For another fundraiser, Marsha mentioned a silent auction for theme baskets donated by library supporters. She had recently learned that Advocates for Access, an agency that helps disabled people, is planning to hold a "Taste the Heights" fundraiser in September. The Board suggested that that group might allow the library to display theme baskets for a silent auction during the "Taste", with receipts going to the library. Marsha will contact the director to see if this would be possible, especially if we offer some assistance for their "Taste".

Gina Edwards has offered to present a cooking demonstration on Saturday, May 17. Her theme will be recipes which will use produce found at local Farmers Markets.

Marsha reported on presentations she had attended during the Public Library Association Conference in Minneapolis at the end of March.

Marsha reminded everyone that the Annual Meeting will be held immediately following the next regular Board meeting on May 12. Election of officers will take place at that time.

**PRESIDENT'S REPORT**

Jeanette Hillyer said that she had discussed the Library Board vacancy with Village Administrator Tom Horstmann and had asked him to consider names of anyone he knew who might be interested in serving on the Board.

**ALLIANCE LIBRARY SYSTEM REPORT**

Marsha gave the members information about two upcoming workshops sponsored by ALS. One on fundraising will be on April 30. RSA Day will be May 14. A demonstration of PC Reservation, a program for monitoring usage of the public access computers, will be shown then. Marsha invited them to accompany her if they can.

**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 8:15 p.m.