

## ATWOOD-HAMMOND PUBLIC LIBRARY DISTRICT MINUTES

The regular meeting of the A-HPLD Board of Trustees was held in the Atwood Library Facility Tuesday, September 5, 2017. President Obert called the meeting to order at 7:02 p.m. Answering roll call: C.Adcock, R.Adcock, Brandenburg, Cassella, Kerns, Lyons, Obert. Absent: None. Non-member present: Burgener.

ADOPT AGENDA: Motion made by C.Adcock, seconded by Lyons to adopt the agenda. Motion carried.

SECRETARY'S REPORT: Motion made by Brandenburg, seconded by Lyons to accept the secretary's report and closed executive session minutes. Motion carried.

APPROVE FINANCIAL REPORT (PETTY CASH, PAY BILLS, TREASURY): Motion made by Brandenburg, seconded by R.Adcock to approve the Financial Report, Pay bills, and Transfers. Roll Call vote: voting Yes – C.Adcock, R.Adcock, Brandenburg, Cassella, Kerns, Lyons, Obert. Absent: None. Motion carried.

PUBLIC ACKNOWLEDGMENT: N/A

LIBRARIAN'S REPORT: Email sent out to board trustees of online education videos, trustees must listen to at least one of these videos. Please let Marsha know which one you have watched.

UNFINISHED BUSINESS: 1. Update on Building Project – Home Depot to contact Marsha on a date when they will be here to measure for the door, Marsha then can go to Mattoon and order. Contractor that installs windows for Home Depot, also can install “commercial” doors, Marsha still waiting to hear from them for an available date. Wally waiting for Ameren to install the gas meter, then he can install the furnace in the building.

2. Action on Building Project – nothing to report.

3. Update on Skylight – Marsha has spoken with Michael and has been in contact with insurance office, the office is working with the attorney's office to resolve this issue.

NEW BUSINESS: 1. Adopt Ordinance 2017-04: The Levy and Assessment of Taxes. Motion made by C.Adcock to adopt ordinance, seconded by Lyons. Voting Yes – C.Adcock, R.Adcock, Brandenburg, Cassella, Kerns, Lyons, Obert. No- none. Motion carried.

2. Review of Chapter 3 of TRUSTEE FACTS FILE, 3<sup>RD</sup> EDITION, pages 9-11 (Board Organization) – This section was reviewed with board members. Next meeting will review, LEGAL RESPONSIBILITY AND LIABILITIES.

3. Review Illinois public Library Annual Report – Report completed by Marsha and was reviewed by board members.

EXECUTIVE SESSION: Personnel Evaluation 2(c)(1) – C.Adcock made a motion and seconded by R.Adcock to go out of Open Session into Executive Session at 07:54pm. Voting yes – C.Adcock, R.Adcock, Brandenburg, Cassella, Kerns, Lyons, Obert. Absent: none. Motion carried.

ACTION ON EXECUTIVE SESSION: C.Adcock made a motion and was seconded by Lyons to raise Samantha Crist from \$8.76 to \$8.94 (2%), Jim Wierman \$8.94 to \$9.12 (2%), Debby Waldrop \$8.42 to \$8.59 (2%) and Bernadine from \$12.00 to \$15.00. Voting yes – C.Adcock, R.Adcock, Brandenburg, Cassella, Kerns, Lyons, Obert. Absent: none. Motion carried.

OTHER BUSINESS:

TRUSTEE COMMENTS: Lyons inquired the status of the Smartboard, Marsha to check with Wes at Harris Electric. A cart was delivered with the required equipment to set it up, but there has not been anyone that has come back to do so. Obert stated that C.Adcock and she had worked the library booth at the Farm Progress Show and there was a good turnout.

ADJOURNMENT: Meeting was adjourned at 08:12p.m. Next scheduled meeting will be Monday, October 2, 2017 at 07:00PM.

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Cynthia Kerns, Secretary

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Trustee