

## **Louis Latzer Memorial Public Library Board of Trustees**

The regular monthly meeting of the Louis Latzer Memorial Public Library Board of Trustees was called to order by President Ron Coleman on June 26, 2012, at 5:05 p.m.

Roll Call showed these members present:

Arnold Bodinet	LeeAnn Landmann
Catherine Boulanger	Sharon Rinderer
Ronald Coleman	Joan Schuetz
Nancy Genteman	Joyce Zerban

One member was absent:

Robert Hellige

Roll Call showed both associate members present:

Louis Latzer  
William Piper

Librarian, Angela Kim was present.

The meeting was held in the Auditorium, as the Board Room contains the HCUSD computers for the summer as noted at the May meeting.

Arnie Bodinet moved and Nancy Genteman seconded to approve the minutes as emailed. All present voted Yes. Motion carried.

As Bob Hellige was not present, there was no Treasurer's Report. Financial reports were included in the emailed packet.

Librarian's Report:

\*Angela reported that she hired 2 new employees, both part time. They are Kelly Austin, a teacher and Phillip Graves, a senior in high school. Kelly will be working as a substitute and on Saturdays; Phillip will be helping with weeding and watering the new landscaping.

\*The Summer Reading Program, "Reading Is So Delicious" is well underway, with one program having 120 patrons in attendance. The auditorium has been cleared for the summer programs, but Angela said that she would like to get 4-6 area rugs bound to assist with the echo and extra noise.

\*Kay Schuette applied for and received a grant for \$1000 from Walmart for the Children's Library. This will be deposited into the Friends Account since it has the type of non profit designation required for grants.

\*Angela is in the process of completing the annual report for the Illinois State Library. She is waiting only for the city's audit before sharing the data with us.

\* Since our last meeting, Angela has attended 2 city council meetings, 1 director's meeting and 1 library system (cataloguer's) meeting.

•The Rotary Club has requested use of the auditorium next Tuesday at noon. Angela invited the board members to be her guests at Rotary.

The Book Committee Report from May recorded 35 memorial books donated and a generous monetary donation from the Gary and Charlotte Isaak family.

Old Business:

- At 5:20 p.m. President Ron Coleman announced that we needed to enter into Executive Session to discuss probable litigation regarding the construction of the gazebo. Sharon Rinderer moved and Cathy Boulanger seconded that we adjourn the regular meeting to enter into Executive Session. All present voted Yes. Motion Carried. On Roll Call, members present were:

Arnold Bodinet                      LeeAnn Landmann

Catherine Boulanger              Sharon Rinderer

Ronald Coleman                    Joan Schuetz

Nancy Genteman                    Joyce Zerban

Member absent was Robert Helige. Associate members Louis Latzer and William Piper were both present, as well as Library Director Angela Kim.

At 5:35 p.m. Sharon Rinderer moved and Cathy Boulanger seconded that we adjourn the Executive Session and reenter regular session. All present voted Yes. Motion carried.

The Board reentered regular session at 5:35 p.m. Members present:

Arnold Bodinet                      Joyce Zerban

Catherine Boulanger              LeeAnn Landmann

Ronald Coleman                    Sharon Rinderer

Nancy Genteman                    Joan Schuetz

Member absent:

Robert Hellige

Associate Members present:

Louis Latzer

William Piper

Library Director, Angela Kim was present.

President Ron Coleman announced that discussion in executive session was held regarding the gazebo but that no action would be taken at this time.

Old Business (continued):

- As emailed, the fiscal summary was presented. There was a question regarding Illinois Funds; Angela explained that this is the entity through which flow all payments by credit card, e.g., non-resident fees, fines, and donations. Sharon Rinderer moved to approve the financial report as emailed. Arnie Bodinet seconded the motion. All present voted Yes. Motion carried. A review of the bills presented for payment was held. One explanation was requested on the payment to Farmer Environmental Services. Angela explained that this company conducted the asbestos removal in the boiler room. Sharon Rinderer moved and Arnie Bodinet seconded that we pay all bills as presented. On Roll Call all members present voted Yes. Motion carried.

- The shelving project requires measuring and more study of the affected closet. The old VHS box was removed and the gained space is significant. It will be completed by the end of July. (The project must be completed by October as per state grant regulations.)

- New signage is tabled for the time being.

- Lock changes await completion.

- The construction manager from Korte Co. studied and measured extensively and is in the process of finishing the design. Kevin Limestall from City Zoning came over to discuss the plan and said that we may not be able to make the upstairs bathrooms unisex, even though the downstairs bathrooms are gender designated. He also said that we will probably have only one designated Handicapped Accessible entrance — the rear entrance off the alley. The ramp is too steep to meet current handicapped accessibility code.
- Two deeper closets will be formed from the one large closet in the processing area. This configuration will maximize space. The closet renovation, which currently houses file cabinets, involves capping water pipes and enclosing the conduit in the wall, thus dividing the closet. Originally Angela had requested \$15,000 through the tort life safety funds for the entire project. The bid for the large closet renovation is \$8041. The bids for the closets in the genealogy room and boardroom has two options: one for painted doors (\$2011) and one for oak doors (\$4100). Arnie Bodinet moved and Cathy Boulanger seconded that we accept Korte's bid for the large closet renovation (workroom). On Roll Call, all present voted Yes. Motion carried. Sharon Rinderer moved and Joyce Zerban seconded to allow Angela's discretion on the completion and finishing of the other 2 closets (genealogy and boardroom). All present voted Yes. Motion carried.

New Business:

- Angela reminded the Board that Regional Tech Service has been rescinded due to economic cutbacks. We have an employee who is consistently asked to perform tech jobs and answer tech questions and who also works with the website and firewall. He saves the library from having to call on a tech service. A raise was recommended commensurate with his assigned tasks. Arnie Bodinet moved and Nancy Genteman seconded that his salary be increased as recommended effective July 2, with discussion points noted.
- There will be a July 24 meeting.
- LeeAnn Landmann, Sharon Rinderer, and Joyce Zerban have been reappointed as Library Trustees and will be installed at the July meeting.

Cathy Boulanger moved and Joyce Zerban seconded to adjourn at 5:55. All present voted Yes. Motion carried.

The next meeting of the Latzer Memorial Public Library Board is scheduled for July 24, 2012, at 5:00 p.m.

Respectfully Submitted,

Catherine Boulanger