

**Brighton Memorial Library District  
Board of Trustees  
Minutes from September 12, 2019**

**Roll Call & Pledge:** The monthly meeting was called to order at 6:30 p.m. by Board President Carolyn Kelly at the Brighton Memorial Library District. Board members present were Meridel Buscher, Linda Cox, Chris Dunlap, Jacinda Dunlap, Elizabeth Harper, Carolyn Kelly, and Sheila Wilkie. Library Director Holly Hasquin was also present.

**Recognition of visitors:** Abigail Harper as an employee of the Library to be informed.

**Approval of Minutes:**

- A motion to approve the August 8, 2019 meeting minutes was made by Carolyn Kelly and seconded by Sheila Wilkie. Roll Call: Buscher: yes; Cox: yes; C. Dunlap: yes, J.Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes.
- A motion to approve the September 5, 2019 Special meeting minutes as amended was made by Elizabeth Harper and seconded by Linda Cox. Roll Call: Buscher: yes; Cox: yes; C. Dunlap: yes, J.Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes.

**Treasurer's Report:**

- Sheila reported that this is a 3 pay month. That is why we show under wages \$7,362.97 - 3 pay days this month. Paid Illinois Heartland several fees this month - Cloud library, SHARE, and OCLC. Larger expenses this month in general.
- A motion to accept the financial report was made by Chris Dunlap and seconded by Elizabeth Harper. Roll Call: Buscher: yes; Cox: yes; C. Dunlap: yes; J. Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes.
- Monthly expense report: In entering the yearly report; Sheila is bringing information together differently, added the IRS payments (Employee benefits- Wages, Social Security, Medicare) the monthly expense report. This will present a more detailed review of the budget.
- IRS payment for May in question. Quick Books assisted with looking into. Payment for July not processed. Will use EFTps.gov system if Quick Books doesn't update. Sheila sent the May payment again and will follow up to make sure it is processing.
- A motion was made to approve the monthly expense report in the amount of \$12,582.27 for September 2019 by Elizabeth Harper and seconded by Meridel Bushcer. Roll Call: Buscher: yes; Cox: yes; C. Dunlap: yes; J. Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes.
- CNB Account: Sheila was able to discuss some options with Edward Jones, CNB Bank and Altonized Community Credit Union. Received proposals on a \$100,000 investment. Edwards Jones CD options 1.95-1.99 percent on average. Suggests a 3-month CD. Money market can be offered. CNB proposed CD information rate at .5%. Altonized Community can offer 6-month CD \$2500 minimum yield is .75- willing to match what others have (will match the price). Board

discussed several options and scenarios. The Edwards Jones option seems to be the most likely. Sheila to ask about interest and service charges for money markets and Ask Edward Jones and Altonized about the remaining amount and what could be offered. Board proposed to move \$129,000.00 into three \$40,000.00 CDS due in 3, 6 and 9 months and the remainder to go into a money market \$9,388.00.

- A motion was made to move \$129,000.00 into three \$40,000.00 CDS due in 3, 6 and 9 months and the remainder to go into a money market \$9,388.00 by Linda Cox and seconded by Chris Dunlap. Roll Call: Buscher: yes; Cox: yes; C. Dunlap: yes; J. Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes.

***Budget Review:***

- Changes were made as outlined in minutes. Budget still in deficit.
- A motion was made to adopt the FY20 Budget by Jacinda Dunlap and seconded by Linda Cox. Roll Call: Buscher: yes; Cox: yes; C. Dunlap: yes; J. Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes.

***Librarians Report:***

- The Fire Marshall made a visit for inspection - Passed. Needed to replace two fire extinguishers, were billed a bit extra.
- Library received a donation from Lewis and Clark Insurance company. Donation of \$250.00
- Fall Yard Sale October 12, 2019- Holly is having a book sale during the yard sale
- Susan did Grandparent Day on Saturday, 11 kids and 9 grandparents attended.
- Story Times on 1st and 3rd Thursday is Step by Step Daycare, 2nd and 4th for Head Start.
- A motion to accept the Librarian's Report was made by Elizabeth Harper and seconded by Meridel Buscher. Roll Call: Buscher: yes; Cox: yes; C. Dunlap: yes; J. Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes.

***Correspondence:*** No on both donation requests

***Old Business:***

- Virtual Clone-Access to home page from frontend is yes. No further charges to build or help maintain or to teach us to use it. \$650.00 total. 1<sup>st</sup> payment of \$325 second payment of \$100 and remaining \$225. II Heartland for domain hosting.
- Laserware: First year \$250, 10 hours of labor or remote or onsite help, develop and support the website, duration 12 months. \$70 per hour. 2<sup>nd</sup> year \$250 to host and 2 hours of remote support. Additional support hours \$70 per hour.

- A motion was made to choose Virtual Clone for the new Brighton Memorial Library website build and maintenance and with Jacinda Dunlap to look for corporate and local business sponsors to help offset the cost by Chris Dunlap, and seconded by Elizabeth Harper. Roll Call: Buscher: yes; Cox: yes; C. Dunlap: yes; J. Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes.

***New Business:***

- Budget and Appropriation Ordinance 20-03 Signed, posted in newspaper and both county offices. Signed to file.
- A motion was made to enter Closed Session at 8:41 p.m. on September 12, 2019 by Sheila Wilkie and seconded by Chris Dunlap. Roll Call: Buscher: yes; Cox: yes; C. Dunlap: yes; J. Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes.

Closed Session 8:41 p.m. on 9/12/19

- A motion was made to end Close Session at 8:50 p.m. on September 12, 2019 by Elizabeth Harper and seconded by Chris Dunlap. Roll Call: Buscher: yes; Cox: yes; C. Dunlap: yes; J. Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes.

Closed Session Ended 8:50 p.m. on 9/12/19

- A motion made to approve and execute a contract for Director, Holly Hasquin's employment at 35 hours per week, with 5 days paid vacation, renewable every September by Jacinda Dunlap and seconded by Meridel Buscher. Roll Call: Buscher: yes; Cox: yes; C. Dunlap: yes; J. Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes.
- A motion was made to include in the Director, Holly Hasquin's contract, policies for when the library is closed due to inclement weather, the librarians will not be paid and director not open, director is allowed to work, or make up hours within the next weeks by Sheila Wilkie and seconded by Elizabeth Harper. Roll Call: Buscher: yes; Cox: yes; C. Dunlap: yes; J. Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes.

***Date/Time of next meeting:*** November 7, 2019 at 6:30 p.m.

***Adjournment:*** Motion made by Meridel Buscher to adjourn at 8:53 p.m.\

***Respectfully submitted by:*** Jacinda Dunlap, Secretary