

**Brighton Memorial Library District**  
**Board of Trustees**  
**Minutes from November 14, 2019**

**Roll Call & Pledge:** The monthly meeting was called to order at 6:40 P.M. by Board President Carolyn Kelly at the Brighton Memorial Library District. Board members present were Meridel Buscher, Linda Cox, Chris Dunlap, Elizabeth Harper, and Sheila Wilkie. Library Director Holly Hasquin was also present. Jacinda Dunlap was absent.

**Recognition of visitors:** Abigail Harper, librarian, wished to speak about improvements to the library.

**Approval of Minutes:** Second point in Treasurer's Report, strike "which is a new account." A motion to approve the October 10, 2019 meeting minutes as amended was made by Meridel Buscher and seconded by Linda Cox. Roll Call: Buscher: yes; Cox: yes; C. Dunlap: yes; J. Dunlap: absent; Harper: yes; Kelly: yes; Wilkie: yes.

**Treasurer's Report:**

- The October 2019 Library Financial Report was reviewed and discussed.
- Transferred \$40,000 to a 6 month account which will earn 1.7% at Altonized Credit Union; however it was necessary to open a savings account with \$25 to do so.
- Received income from Macoupin and Jersey Counties.
- A motion to accept the financial report was made by Elizabeth Harper and seconded by Chris Dunlap. Roll Call: Buscher: yes; Cox: yes; C. Dunlap: yes; J. Dunlap: absent; Harper: yes; Kelly: yes; Wilkie: yes.
- The subscription for The Telegraph has been paid through December 2019. We will not renew this subscription, but will look for a sponsor or a patron to donate their used copies.
- Quickbooks will increase to \$270.00 a year in 2020. Sheila had an issue with the recent payment: was unable to send the e-payment until the day it was due, so the IRS will not receive it until 11/18. She called the IRS as well as Quickbooks to resolve the issue only the get the runaround. We may have a late fee.
- A motion to approve bills in the amount of \$6,476.19 was made by Chris Dunlap and seconded by Meridel Buscher. Buscher: yes; Cox: yes; C. Dunlap: yes; J. Dunlap: absent; Harper: yes; Kelly: yes; Wilkie: yes.

**Librarians' Report:**

- Attendance was up slightly. Book sale lasted all month - successful. Still in the process of weeding.
- Holly attended the IL Heartland Member's Day. Learned about Grants, Circulation, and Tax Levying.
- Discussed removing the first three bookcases in front of the circulation desk. Had ideas on where to move what. Really need to weed the non-fiction - mostly outdated and unread. Possibility of moving the computers back to that area since Holly can keep an eye on them.
- Devon Nasso, a local boy, is working on his Eagle Scout. He is making a bookcase for the youth room. Plan to bring it in before Thanksgiving. He will have the help of his troop with this task. The need to board up/insulate the unused glass door was brought up.
- Susan, Activity Director, is working on the Foster Grandparent Program. She will use the library as a stepping stone to the schools.
- A motion to accept the librarian's report was made by Chris Dunlap and seconded by Sheila Wilkie. Roll Call: Buscher: yes; Cox: yes; C. Dunlap: yes; J. Dunlap: absent; Harper: yes; Kelly: yes; Wilkie: yes.

**Correspondence:**

- Thank you from SW AfterProm Committee for the donation last year.

***Old Business:***

- Website -- new website is still under construction but almost complete. Working on sponsorship: local business paying to have a link.
- Special Reserve Fund -- Needs to be moved back to separate account otherwise it has to be declared on the Comptroller's Report.
- Building & Maintenance Levy -- Holly said that this Levy will not bring in any more money, it will just create another slot for the money to be divided up: More wedges of the same pie.

***New Business:***

- Overdue Patrons -- We have received a bill from Hayner for items not returned from a few of our patrons. The balances eat up our budget allotted for this. The patrons have been contacted repeatedly. Holly will ask Hayner if we can replace the items with an exact copy. That will save us some money.
- Policy for cards -- A family that reaches \$50 (replacement cost) on unreturned items will have their privileges revoked to one family member (5 items) once their fines are paid or the items are returned.
- A motion to add the previous to the policy was made by Meridel Buscher and seconded by Linda Cox. Roll Call: Buscher: yes; Cox: yes; C. Dunlap: yes; J. Dunlap: absent; Harper: yes; Kelly: yes; Wilkie: yes.
- Per Capita requirements -- due on January 15, 2020.
- Snow Removal -- Will stay with Pugsley for snow removal at \$100/occurrence. Will be lower priority.
- Strategic Plan -- Holly passed out survey answers from the Library Board as well as patrons. will look over and think about to discuss the library's future.
- ORDINANCE 20-04 -- ORDINANCE LEVYING AND ASSESSING PROPERTY TAX FOR BRIGHTON MEMORIAL LIBRARY DISTRICT OF THE COUNTIES OF MACOUPIN AND JERSEY, STATE OF ILLINOIS. A motion to adopt Ordinance -04 was made by Elizabeth Harper and seconded by Sheila Wilkie. Roll Call: Buscher: yes; Cox: yes; C. Dunlap: yes; J. Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes
- Christmas Party will be held on December 12, 6:30 p.m. at Elizabeth Harper's house. It will be a potluck dinner and will have a Yankee Gift Swap (\$20).
- Meridel brought up the idea of adding on to existing building since we are pretty much out of options. A short discussion was had; will think about and address at future meetings.

***Executive Session:*** None.

***Recap:*** All Members present identified tasks they were committed to complete.

***Date/Time of Next Meeting:*** Next meeting will be January 9, 2020, 6:30 p.m.

***Adjournment:*** Motion made at 8:25 p.m. by Linda Cox.

***Respectfully submitted by:*** Elizabeth Harper, Acting Secretary