

**Brighton Memorial Library District  
Board of Trustees  
Minutes from January 9, 2020**

**Roll Call & Pledge:** The monthly meeting was called to order at **6:38 p.m.** by President Carolyn Kelly, at the Brighton Memorial Library District. Board members present were Meridel Buscher, Chris Dunlap, Jacinda Dunlap, Elizabeth Harper, and Sheila Wilkie. Library Director Holly Hasquin was also present. Linda Cox was absent.

**Recognition of visitors:** None

**Approval of Minutes:**

- A motion to approve the December 13, 2019 meeting minutes was made by **Jacinda Dunlap** and seconded by **Meridel Buscher**. Roll Call: Buscher: yes; Cox: absent; C. Dunlap: yes, J.Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes.

**Treasurer's Report:**

- Levy income was received in November and December from Macoupin County. We are at 99.6% of budgeted income from this source.
- Received the per capita grant income of \$2,134.71
- December income through Altonized Credit Union has been well worth the deposit and investment gaining about \$125.
- November's large expense was insurance to Lewis & Clark of \$4911.00. Total November expenses were \$10,073.43 and December expenses were \$4,947.59.
- The library expenditures for wages have decreased at about \$1,000 since changing the hours.
- Next week W2 forms will be produced.
- Quickbooks payment is due in May.
- A motion was made to move \$40,000 to the Altonized Credit Union to the account on or around January 23, 2020 by Sheila Wilker and seconded by Elizabeth Harper. Roll Call: Buscher: yes; Cox: absent; C. Dunlap: yes, J.Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes.
- A motion was made to approve the monthly expense report in the amount of \$10,073.43 for November and \$4,947.59 for December 2019 by Meridel Buscher and seconded by Chris Dunlap. Roll Call: Buscher: yes; Cox: absent; C. Dunlap: yes, J.Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes.
- A motion was made to approve the Financial report for November 2019 and December 2019 by Elizabeth Harper and seconded by Chris Dunlap. Roll Call: Buscher: yes; Cox: absent; C. Dunlap: yes, J.Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes.

**Librarians Report:**

- Attendance is about the same as typical for winter, a lot of participants for the program during Christmas break.
- Book sales were steady. Donations received were \$20.00.
- New bookshelves look great! Thank you to Devon Nasso! He completed the shelves as his Eagle Scout project. We are very honored to receive. Group discussed purchasing a plaque to affix to the bookshelf.
- Took down two shelves in library, and it's much more spacious.
- NEW website launched and it looks great. Will get the visit counts from Rachel.
- Email addresses being taken through website for future newsletter and library correspondence.

- Funds owed to the library. Large amount owed, Hayner is holding the amount due on the patrons account.
- Holly is trying to space out new release purchases to see if she can save money. Larger libraries purchase new releases; can we await them gifting? Also using forthcoming requests to purchase what the library patrons want and need.
- A motion to accept the Librarian's Report was made Elizabeth Harper and seconded by Sheila Wilkie. Roll Call: Buscher: yes; Cox: absent; C. Dunlap: yes, J.Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes.

**Correspondence:** SW Yearbook Thank you note from SW Yearbook- Holly made donation.

**Old Business:**

- Tax Levy- Holly mailed it and it was put in the paper.
- Strategic Planning- library board to create and implement Strategic Plan to include; keeping current with expenditures (balance the budget), receiving sponsorships for website and improving the libraries appearance. Utilizing our website and social media for marketing. Increase our tax base. Try to incorporate the city residents for more patrons.
- Website – Holly provided update in report, sponsorships.
- Sponsorship Opportunities – Jacinda will draft a sponsorship letter for sponsorship requests for the boards' approval to include:

Sponsorship Levels

\$25 Name of business and hyperlink (Bronze)

\$50 Name of business and business logo with hyperlink (Silver)

\$100 Name of business and business logo with hyperlink and placement of company name in library as a featured sponsor. (kiosks, etc). Premier placement of logo and link on sponsor website page. Mention of sponsor in library newsletter.

**New Business:**

Per Capita Requirements: Holly has them done.

Addition/Building: Access the condition of the building and basement and further discuss renovation options.

**Date/Time of next meeting:** February 13, 2020 at 6:30 p.m.

**Adjournment:** Motion made by Meridel Buscher to adjourn at 7:55 p.m.

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