

**Brighton Memorial Library District Board of Trustees**  
**Minutes from July 8, 2021**

**Roll Call & Pledge:** The monthly meeting was called to order at 6:33 p.m. by President Carolyn Kelly at the Brighton Memorial Library District. Board members present were, Meridel Buscher, Linda Cox, Chris Dunlap, Jacinda Dunlap, Elizabeth Harper and Sheila Wilkie. Library Director Holly Hasquin was also present.

**Recognition of Visitors:** None

**Approval of Minutes:** A motion to approve June 10, 2021, minutes was made by Sheila Wilkie and seconded by Elizabeth Harper as corrected with Helitech full amount and deposit amount. Roll Call: Buscher: yes; Cox: yes; C. Dunlap: yes; J. Dunlap: yes; Harper: yes Kelly: yes; Wilkie: yes.

**Treasurers Report:**

- Account balances; money transfer from PayPal \$2226.74, Leaving \$226.00
- Altonized account has \$80,904.59 balance.
- Deposit was paid to Helitech in the amount of \$4538.16.
- Plumbing repair to the sewer and toilet made in the amount of \$175.00
- Budget review and approval next month, board reviewed tentative budget. Income budget \$67,477.14. Actual \$69,000.00, which is positive. \$67,727.13 for Expenditures; spent \$65,503.41 difference \$3756.61. Under budget most all areas. Repairs and maintenance were higher. Wages were under budget. Per Capita grant increased for next fiscal budget.
- Next month Sheila will be on vacation during payroll. She asks that Holly issue the payroll checks during that time.
- A motion to approve the financial report for June 2021 was made by Linda Cox 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 to approve the monthly expense report for June 2021 in the amount \$9350.40 was made 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:**

- Attendance increased 534 patrons for the month. Computer use is slow.
- All programs returned. Robings Manor. 12 people will receive deliveries from library. 4 actual weeks of programming, this is week 5. 171 total participants. Summer Reading 71 children, 35-40 to participate.
- Donations received were \$108.35
- 5 new patrons and 6 new renews. 50 new members and 103 renewed, for the year. Some volunteers are on vacation. Joseph is still coming in to help on Thursdays.
- Adult Reading program. \$50 Gift Card choosing drawing on July 30.
- For the final week the kids will be doing tie dye. Wednesday 10 a.m. – 4 p.m.
- A motion to approve the Librarians report was made 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.

**Correspondence:** None

***Planning Committee Report:***

- **Foundation Repair/Renovation Update:** Contract has been submitted and deposit paid to Helitech in the amount of \$4538.16 for the foundation and floor repair. Scope of work is scheduled for the last week in September. This gives the planning committee little time to plan the updates to the existing building before the work is done. A lot of work is needed to remove items and carpeting in preparation of the work. The bushes behind the building also need to be removed. Elizabeth said she can get the bushes removed.
- The planning committee needs to begin looking for carpet, vinyl, and possibly replacement of shelving, furniture and computer desks. The board walked around the library and made suggestions on placement of furniture and shelving and replacement of some furniture and movement of items to offer a more open and welcoming space. This includes moving the tall metal shelves and possibly replacing them. The large computer desks are no longer needed.  
Some areas to be painted, possibly entire library depending on how the items are moved and brought back in. Decorations on the walls to be replaced with something modern. Library counter and cabinets to be replaced and moved to have visibility of both entrances. Sink/cabinet in kids' room to be removed and utilize the space for a better purpose. Old TV removed. Majority of board thought carpet was a good idea. Holly was partial to carpet squares since they can be removed and repaired easily in case of a stain. Vinyl linoleum was mentioned, though not favored by most for the entire library. Vinyl is suggested for both entrances, including the hallway at the side entrance and the rear storage area of building. Planning committee will begin looking for carpet and vinyl for the library.
- **108 Ransom Brighton IL 62012/ Possible Annex** – Mason's agreed to finalize the sale of the building to the library. They will use Prairie State Title to finalize. \$40,000.00 sale price. Watson will take the back taxes out of the sale price and pay the taxes to take care of the lien. Masons asked if we would want to keep the pews and shelves. Board agrees to keep shelves, no pews. Title fee ranges from 2-5% of the sale price for title fees. Daryl will setup an appointment with Bob Watson and will contact Linda. Inspection of the building agreed upon.
- A motion was made to have the building at 108 Ransom Brighton, IL 62012 inspected and pay costs Chris Dunlap and seconded by Meridel Buscher. Roll Call: Buscher: yes; Cox: yes; C. Dunlap: yes, J. Dunlap: yes; Harper: yes Kelly: yes; Wilkie: yes.

***Old Business:*** Building Renovations / Property 108 Ransom- provided in Planning Committee Report

***New Business:*** None

***Date/Time of next meeting:*** August 12, 2021, at 6:30 p.m.

***Adjournment:*** Motion made by Meridel Buscher to adjourn at 7:38 p.m.

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