

**Brighton Memorial Library District Board of Trustees**  
**Minutes from, September 9, 2021**

**Roll Call & Pledge:** The monthly meeting was called to order at 6:35 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 late arrived at 6:45 p.m.

**Recognition of Visitors:** None

**Approval of Minutes:**

- A motion to approve minutes was made by Sheila Wilkie and seconded by Meridel Buscher. Roll Call: Buscher: yes; Cox: absent; C. Dunlap: yes, J. Dunlap: yes; Harper: yes Kelly: yes; Wilkie: yes.

**Treasurers Report:**

- Sheila paid the taxes via website this year and re-registered the accounts with QuickBooks. Sheila has been working with QuickBooks and the IRS to resolve 2 payments. No one can figure out why the payment did not go through for July, but problem has been resolved and we are current once again.
- Exempt status through Macoupin County. Assessor's office to send Sheila forms for when the property has been purchased. Will also receive exempt notice for this building from the Treasurer.
- A motion to approve the financial report for August 2021 was made 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
- A motion to approve the monthly expense report for August 2021 in the amount \$7244.41 was made by Chris Dunlap and seconded by Jacinda Dunlap. Roll Call: Buscher: yes; Cox: absent; C. Dunlap: yes, J. Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes

**Librarians Report:**

- 527 in library attendance. Foot traffic has slowed. 39 computer users.
- \$5 in book sales. \$6.15 donated.
- 5 new patrons and 16 renewals. Total 325 residents and 153 non residents
- Holly Completed IPLAR
- One grant on September 1 and is still working on the other.
- Tax levying webinar attended today.
- Had to submit a resolution for sale of 108 Ransom. Prairie State Title notified Holly that we needed to submit the letter.
- Per capita grant is due on January 15. Board to cover the Standards.
- Many thanks to Elizabeth and her parents for removing the bushes in the back. Thank you to Linda for making sure the flowers stayed alive in the front of the building. Many thanks to Sheila for the help with the struggles of budget and finances.

- A motion to approve the Librarians report was made by Meridel Buscher and seconded by Elizabeth Harper. Roll Call: Buscher: yes; Cox: yes; C. Dunlap: yes; J. Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes.

*Correspondence:* None

***Planning Committee:***

- Paint; grey and yellow color with some accents of blue. Colors decided and agreed.
- Budget for projects that we are doing for renovation. Can we increase the CC or get approval?
- Carpet to possibly arrive mid-October.
- Reviewed timeline. Helitech tentatively scheduled for September 26<sup>th</sup> – October 2 September 19-25 week before removing; October 3-8 replace and setup library.
- Still awaiting the finalization of the sale. Holly will follow up with Watson’s office tomorrow. Will need Cashiers Check. May possibly need two checks one for sale purchase and one for the fees to Watson.

***New Business:***

Budget Review: Add a line for Capital Expenditures and Special Reserve Fund

President Carolyn Kelly presented the Budget and Appropriation Ordinance 22-02

***Budget and Appropriation Ordinance 22-02***

A motion was made to approve and publish the annual budget and appropriation ordinance 22-02 for this fiscal year by Jacinda Dunlap and seconded by Linda Cox. . Roll Call: Buscher: yes; C. Dunlap: yes; J. Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes, Cox: yes.

***Building and Maintenance Ordinance 22-03***

A motion was made to approve and publish an ordinance to levy and assess a tax for Brighton memorial library district of the Counties of Macoupin and jersey, state of Illinois for the fiscal year beginning July 1, 2021 and ending June 30, 2022 the building and maintenance ordinance 22-03 was made by Elizabeth Harper and seconded by Chris Dunlap. Roll Call: Buscher: yes; C. Dunlap: yes; J. Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes; Cox: yes.

Date/Time of next meeting: October 14, 2021, at 6:30 p.m.

Adjournment: Motion made by Meridel Buscher to adjourn at 7:44 p.m.

Respectfully submitted by: Jacinda Dunlap, Secretary