

**Brighton Memorial Library District**  
**Board of Trustees**  
**Minutes from October 14, 2021**

**Roll Call & Pledge:** The monthly meeting was called to order at 6:37 P.M. by Board President Carolyn Kelly at the Brighton Memorial Library District. Board members present were Linda Cox, Elizabeth Harper, and Sheila Wilkie. Library Director Holly Hasquin was also present. Meridel Buscher, Chris Dunlap, and Jacinda Dunlap were absent.

**Recognition of visitors:** No visitors.

**Approval of Minutes:** A motion to approve the September 9, 2021 meeting minutes was made by Linda Cox and seconded by Elizabeth Harper. Roll Call: Buscher: absent; Cox: yes; C. Dunlap: absent; J. Dunlap: absent; Harper: yes; Kelly: yes; Wilkie: yes.

**Treasurer's Report:**

- The September 2021 Library Financial Report was reviewed and discussed.
- Sheila working with QuickBooks to sort out issue with a payment. Finishing quarterly reports; should be resolved when done.
- Received tax exemption paper from Macoupin County for 108 Ransom.
- A motion to accept the financial report was made by Elizabeth Harper and seconded by Linda Cox. Roll Call: Buscher: absent; Cox: yes; C. Dunlap: absent; J. Dunlap: absent; Harper: yes; Kelly: yes; Wilkie: yes.
- Elizabeth Harper asked about the phone bill Some months we do not pay, due to reimbursement from Erate. Holly is talking to Sparklight to get the issue resolved.
- The purchase of the property on 108 Ransom was complete last month. Also paid half for the new carpet for the library.
- A motion to approve bills in the amount of \$47,288.82 was made by Linda Cox and seconded by Elizabeth Harper. Buscher: absent; Cox: yes; C. Dunlap: absent; J. Dunlap: absent; Harper: yes; Kelly: yes; Wilkie: yes.

**Librarians' Report:**

- Dan Huebener will be removing the sink from the Children's Room. Will contact someone else to do work for relocating the circulation desk, etc.
- Contacted the Brighton Water Company; someone will come out and check to possibly have shut-off valve installed.
- Helitech installed piers on the outside of the building on September 27. The interior work two days later did not go as planned. Jon, from Helitech, reported he contacted Mr. Watson and will be out on October 20 to look in the basement.
- Received notary certificate; waiting on the stamp.
- Recommended contacting our lawyer to make sure we are maximizing the levy. Board agreed.
- Per Capita Grant is due January 15, 2022. Will discuss the chapters to fulfill this requirement.
- Thanks to Sheila and Elizabeth for removing landscaping in back of building in preparation for Helitech.
- A motion to accept the librarian's report was made by Sheila Wilkie and seconded by Linda Cox. Roll Call: Buscher: absent; Cox: yes; C. Dunlap: absent; J. Dunlap: absent; Harper: yes; Kelly: yes; Wilkie: yes.

**Correspondence:** None.

**Planning Committee Report:**

- Helitech will be out October 20 to look at basement and advise.
- Carpet installation is scheduled for November 15. Will close the library November 5 to work on remodel.

- Grand opening: hold a celebration first Saturday in December.

*Old Business:* None.

*New Business:*

- Per Capita Standard review: discussed the first seven chapters and addressed the issues that needed attention.
- 108 Ransom: Discussed items that need to be done soon - electric, drain, remove carpet. Holly will look for construction grants. Hope to have remodeled by June 2022 to use for Summer Reading Program.

*Executive Session:* None.

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

*Date/Time of Next Meeting:* Next meeting will be November 11, 2021, 6:30 p.m.

*Adjournment:* Motion made at 8:05 p.m. by Linda Cox.

*Respectfully submitted by:* Elizabeth Harper, Acting Secretary