

# PAWNEE PUBLIC LIBRARY

Board of Trustees Meeting  
Tuesday November 13, 2007

## Call to Order

- Board President Floyd Church called the meeting to order at 7:00 p.m.
- Trustees in attendance: (Church), Janet Thomas, Donna Hasse and Andy Hackethal, Dan Vickers, Sue Masters
- Trustee Kramer arrived at 7:03 p.m.
- Also present: Library Director Bennett Bess, Pawnee High School students observing the meeting, Nick McClenagan, Bryce Jones, Kristen Bertucci, Morgan Underwood, Francesca Wilson, Eddie Bowen, Jennifer Schrage and Bethany Noller.

## Presentation of Minutes

- Minutes of October 9, 2007 were presented for review and approval.  
Motion made by Trustee Vickers to approved the October 9, 2007 minutes as presented.  
Second by Trustee Masters  
Voice Vote Taken: Ayes-7, Nays-0  
Motion Carried 7-0

## Presentation of Treasurer's Report

- The Budget Comparison Report for October 2007 was presented for review and approval.  
Motion made by Trustee Hasse to approve the October 2007 Budget Comparison Report as presented.  
Second by Trustee Vickers  
Voice Vote Taken: Ayes-7, Nays-0  
Motion Carried (7-0)
- The library has received pretty much all of tax monies due.

## Presentation of Library Summary and Director's Report

- The DePriest Puppets were here for Halloween and approximately 30 children in costume attended.
- While the library is not normally opened on Friday evenings, it will be open however on Friday evening, Dec. 7 during the Santa Claus Parade and Tree Lighting ceremony on the square.
- The children's Christmas program is scheduled for Saturday, December 8. Elsie the Christmas Elf will perform beginning at 10:30 a.m.
- Author Troy Taylor returns to the library's Guest Speaker Program at 7 p.m. on January 15, 2008. He always brings back new ghost stories or weird Illinois stories. As a guest speaker, Troy Taylor is well liked and usually draws a large audience.
- The library received a memoriam gift of \$295.00 for Ruth Cashen. Director Bess suggested the gift be spent for children's books with the library providing a memorial tag for each book purchased.
- The library also received a \$500 gift from the Fowler Family. The Fowlers requested the funds be used to purchase both children's and large print books.
- Regarding the Bowsher Building, temporary bookshelves have been placed on the east wall of the first floor and we could continue shelving over the mirrored wall areas. For the time being, the first floor will serve as a closed stack for books, which will be a great help to us. We will have to heat at least the first floor due to the storage of books and staff usage. The

- first floor of the building is a wonderful area, a lot of natural light. It is wonderful that we now have this option available to us.
- Director Bess asks if the library should winterize the restroom areas of the two upper floors, as they will not be heated at this time. President Church asks Director Bess to check about blowing out the pipes with Bess requesting a maximum amount to be spent for the procedure.
- Director Bess stated that Trustee Hasse visited the basement of the Bowsher Building last week and commented on how different everything looked following the mold removal and clean up. However, when workers removed the bricks between the library and the Bowsher Building for a door installation, some bricks fell into the basement area near the water heater. Director Bess asked if the water heater should be checked for possible leaks.
- For the past ten years, the board has not met in December due to the close proximity of holiday events. However, for the past five years trustees have approved a holiday dinner for trustees, staff members and spouses. Director Bess suggested if trustees wished to do so again this year, Wednesday evening would be the best time to do this and possibly close the library a little earlier than usual in order to allow staff members travel time.

### **Unfinished Business**

- Regarding the purchase of and installation of steel, fireproof doors allowing access to the first floor of the Bowsher Building, the library received two (2) bids: Pella Window Store, for doors only, \$2,809.96 and Henry Nelch & Son, Doors - \$2,022.00 and installation - \$1,075.00. The library also received a bid for installation from Frank Havener – labor \$800.00

Motion made by Trustee Thomas to approve purchase of doors from Henry Nelch & Sons for \$2,022.00 and to have Frank Havener install doors at a cost of \$800.00.

Second by Trustee Hassee

Voice Vote Taken: Ayes-7, Nays-0

Motion Carried (7-0)

- Trustee Hackethal informed trustees the library's new web site is up and running. Hanson Information is hosting the site free to the library. The only cost is the web domain, \$99 for five (5) years.

### **New Business**

Motion made by Trustee Thomas to hold holiday dinner party at Diamonds, Springfield either on December 5 or 12, to be determined by staff, from 5 until 7 p.m.

Second by Trustee Hass

Voice Vote Taken: Ayes-7, Nays-0

Motion Carried (7-0)

Motion made by Trustee Thomas to cancel the December 11 meeting.

Second by Trustee Hasse

Voice Vote Taken: Ayes-7, Nays-0

Motion Carried (7-0)

Motion made by Trustee Thomas to authorize Director Bess to contact Chad Bennett about blowing out the pipes with cost not to exceed \$200 and to also contact Lonnie Winn, Auburn to check furnace for winter, also at a cost not to exceed \$200.

Second by Trustee Hackethal

Voice Vote Taken: Ayes-7, Nays-0

Motion Carried (7-0)

### **Executive Session**

Motion made by Trustee Thomas to enter executive session to discuss personnel

Second by Trustee Masters

Voice Vote Taken: Ayes-7, Nays-0

Motion Carries (7-0)

Trustees enter executive session at 7:51 p.m.

Trustees re-enter regular session at 7:58 p.m.

Motion made by Trustee Thomas to approve the following Christmas bonus/gift: \$100 to all members of the library staff and \$50 to all substitute staff.

Second by Trustee Hasse

Voice Vote Taken: Ayes-7, Nays-0

Motion Carried (7-0)

**Motion to Adjourn**

Motion was made by Trustee Thomas to adjourn the meeting

Second by Trustee Masters

Voice Vote Taken: Ayes-7 Nays-0

Motion Carried (7-0)

The meeting adjourned at 8:02 p.m. on Tuesday, November 13, 2007.

The next scheduled meeting is Tuesday, January 8, 2008 at 7 p.m. in the Pawnee Public Library Community Meeting Room

Submitted by

Cynthia S. Kramer  
Secretary