

PAWNEE PUBLIC LIBRARY

Board of Trustees Meeting

July 8, 2008

Call to Order

- Board President Floyd Church called the meeting to order at 7:00 p.m.
- Trustees in attendance: (Church), Janet Thomas, Cynthia Kramer, Donna Hasse, Dan Vickers, Sue Masters and Andrew Hackethal
- Also present: Library Director Bennett Bess

Visitor Recognition/Comments

- No visitors present

Presentation of Minutes

- Minutes of June 10, 2008 were presented for review and approval.
Motion made by Trustee Thomas to approve the June 10, 2008 minutes with the following correction: Library Summary and Director's Report – water is wicking its way to the front entry due to a problem with the entry overhang, not from the air conditioning unit as stated in the minutes
Second by Trustee Masters
Voice Vote Taken: Ayes-7 Nays-0
Motion Carried (7-0)
Note: The May 13, 2008 Pawnee Public Library Board of Trustees meeting was cancelled due to lack of a quorum.

Presentation of Treasurer's Report

- The Budget Comparison Report for the month of June 2008 was presented for review and approval.
Motion made by Trustee Kramer to approve the June 2008 Budget Comparison Report as presented.
Second by Trustee Hasse
Voice Vote Taken: Ayes-7 Nays-0
Motion Carried (7-0)
- Trustee Hackethal asked about end of year balance.
- Treasurer Thomas noted an error was made noting year-end balance, June 08 Budget Sheet. Corrected the sheet should show the following: Misc. Exp., M-T-D \$443.64, Y-T-D \$\$519.97 and Balance \$980.03
- Treasurer Thomas noted the library received a tax installment of \$10, 791.37 at the end of June. Amount will show on July Budget Sheet.
- Upon receipt of tax monies \$12,287.38 will be put back into the Special Account (Non Tax). That amount was withdrawn from the fund in order to pay bills following end of fiscal year to receipt of new tax monies.
- When the library purchased the Bowsher Building, the library paid real estate tax for \$148.64. The seller, William Bowsher, should have made the tax payment. Thomas stated she filled out forms and sent said forms to Sangamon County. The Sangamon County Board will review to decide if Pawnee is due a refund.

Presentation of Library Summary and Director's Report

- Trustee Dan Vickers asked Director Bess if the mold problem in the basement of the library annex is contained. Director Bess replied yes.
- Director Bess thanks Debbie and John Marks for the donation of a nice computer desk and hutch now being used in the library's workroom.
Regarding a larger and more comfortable work area for Terry Ladage, she found a table at Resource One, which would provide a good workspace for computer and books, and would not block the workroom windows. After a 40% discount the cost of the table is \$420 plus \$120 for the keyboard unit. For an additional cost, the library could also purchase the processor shelf. Trustees agreed they would prefer to have the processor off the floor.
Motion made by Trustee Thomas to purchase the table, keyboard unit and processor shelf from Resource One for an amount not to exceed \$600.
Second by Trustee Masters
Voice Vote Taken: Ayes-7, Nays-0
Motion Carried (7-0)

- Tom Simpson fixed the problem with the main building overhang so we no longer have water wicking towards the front door.
- Price of the special order bookcases from IDOC have gone up. As such, Director Bess stated he only ordered three rather than four bookcases. The cost of the three bookcases is approximately \$1100.
- The summer reading went really well, everyone had a great time and all enjoyed the DePriest Puppets.
- On July 15 at 6:30 .m. Susan Smarjesse will speak on "How You Can Recognize Different Forms of Dyslexia" and on July 16 the Pawnee Post Office will present two programs, the first 12 to 1 p.m. on passports and the second from 1 to 3 p.m. regarding selling on EBay
- Trustees Kramer and Hackethal will have reports/reviews on several items pertaining to the Per Capita Grant.

Unfinished Business

- Trustees reviewed two estimates from Calhoun Carpet Warehouse, Inc. as well as three carpet samples for use on an area of the main floor of the annex building. Trustees had a lengthy discussion regarding the estimates with Trustee Thomas stating she thought the estimates for glue and installation was excessive. Director Bess stated that if the board decides to carpet that installation be complete before October as the library is hosting an important meeting.
Motion made by Trustee Hasse to purchase the lower estimate carpeting from Calhoun in a light brown color contingent upon the library receiving an actual measurement of area to be carpeted, the actual cost of glue per container and the actual measurement of glue needed for the installation of a square foot of carpeting.
Second by Trustee Masters
Voice Vote Taken: Ayes-6, (Church, Kramer, Masters, Hasse, Vickers, Hackethal); Nays-1 (Thomas)
- Trustees briefly discussed the need for a new computer for the workroom as the machine used by Terri Ladage was experiencing problems. The workroom computer is over seven years old and can no longer be upgraded.
Motion made by Trustee Thomas to purchase a new computer for the workroom in an amount not to exceed \$1000.
Second by Trustee Hasse
Voice Vote Taken: Ayes-7, Nays-0
Director Bess asked Trustee Hackethal to review at least three different manufacturer models and to select the best computer for cost and needs of the library.

New Business

- None.

Motion to Adjourn

Motion made by Trustee Thomas to adjourn the meeting
Second by Trustee Hasse
Voice Vote Taken: Ayes-7 Nays-0
Motion Carried (6-0)
The meeting adjourned at 8:30 p.m. on Tuesday, July 8, 2008. The next scheduled meeting is Tuesday, August 12, 2008 at 7:00 p.m. in the Pawnee Public Library Community Room.

Submitted

Cynthia S. Kramer
Secretary

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