

**O'Fallon Public Library
Regular Board Meeting Minutes
March 13, 2017**

President Dennis Grimmer called the meeting to order at 6:59 p.m. in the upstairs small conference room of the library. Also present were Board members Harriet Baker, Larry Morrison, Nancy Clark, Doug Distler, Betty Reed, Linda Gruchala, Library Director Molly Scanlan and Shirley Seipp, recording secretary. Linda Kahley and Suzanne Rupright were excused.

Secretary's Report A motion was made by H. Baker to approve the corrected February minutes and was seconded by B. Reed. All ayes. Motion carried.

A motion was made by H. Baker to approve the minutes for the budget committee meeting. It was seconded by N. Clark and motion carried with all ayes.

Treasurer's Report D. Distler handed out his Budget Analysis YTD report and covered the highlights of the budget to actual tracking. L. Morrison made the motion to file for audit the February Treasurer's Report. L. Gruchala then seconded the motion. All ayes. Motion carried.

March Bills A motion was made by H. Baker and seconded by N. Clark to approve payment of the presented bills. Roll call: D. Distler, aye; N. Clark, aye; H. Baker, aye; L. Gruchala, aye; L. Morrison, aye; D. Grimmer, aye; and B. Reed, aye. All ayes. Motion carried.

Librarian's Report Molly shared a card she received from an appreciative patron that also included a monetary donation to the library. It was sent in response to the wonderful service she and her family had received from the library staff. Discussed how to fund HVAC replacement. Molly said that the HVAC plans were given to Tom Westerheide of Bel-O Cooling and Heating. Bel-O had some practical ideas to use the same or similar products as are in place presently to outfit the building in order to use the existing ductwork. Molly will share further information when she receives the project bids. Molly gave an update on the senior villas that are currently being built across the parking lot from the library. She said that the digital sign for the Villas will be shared with the library. The meeting room projector project is completed. Discussed large meeting room policy currently in place. The O'Fallon Weekly newspaper has been including an article from the O'Fallon Public Library every week.

Friends of the Library H. Baker announced that the Friends were able to gift the library with a check in the amount of \$3600 from the profits of their recent book sales! They are planning for their major book sale in May.

Book Discussion Group L. Morrison reported that the March book is *The Wright Brothers*, by David McCullough. The group meets the fourth Monday of the month at 7:00 p.m. at the library. The Books and Brew book club is reading *The Deepest Secret*, by Carla Buckley. The group averages between 16 and 20 members and currently has a new monitor filling in for Molly.

Public Comment There was no public comment.

Topics for Future Consideration None were mentioned other than continued search for the proper fix for the HVAC.

Unfinished Business The painting of the library exterior has been completed but there might be a need in the future to do some tuck pointing on the brick. HVAC project is all that needs to be done currently.

D. Distler and Molly took the budget to the city's finance committee. There are still concerns about some of the amounts being assessed to the library budget for portions of other city expenses.

New Business Molly provided the board with the new job descriptions for the library assistant director position, the library part time circulation lead position, and the part time cataloger. After a few changes were made, a motion to approve the job descriptions was made by B. Reed and seconded by N. Clark. Roll call: D. Distler, aye; N. Clark, aye; H. Baker, aye; L. Gruchala, aye; L. Morrison, aye; D. Grimmer, aye; and B. Reed, aye. All Ayes. Motion carried. Applications for these positions will be due three weeks after posting the job openings. The interviews for the assistant director will be conducted by the personnel committee along with Molly Scanlan and April Mitchell. The interviews for the other positions will be conducted by Molly Scanlan and the new assistant director. The library's section of the City of O'Fallon's annual audit was handed out to the board members for review.

Adjournment There being no further business, the meeting was adjourned at 7:49 p.m.

Respectfully Submitted,

Shirley Seipp
Recording Secretary

Approved by O'Fallon Public Library Board Action

Nancy K. Clark, Secretary