WINCHESTER PUBLIC LIBRARY BOARD MINUTES

January 5, 2021

**Present:** Merrilyn Fedder, Janet Gant, Andie Fundel, Gina Glossop, R.J. Paslay, Alice Ballard, Robin Lyons, John Coonrod and Head Librarian, Darlene Smith.

**Absent:** None

**Minutes:** Chairwoman Fedder opened the meeting at 7:05 and there were no public comments. The minutes of the last meeting (Dec. 1, 2020) were approved as presented.

**Financial Report:** Board members reviewed the updated November financial Report and it will be filed for audit. The city treasurer, Wanda Cody, has been transferring and consolidating the library accounts to a new account at Farmers Bank. The new account, “**Library Building Grant Fund**” is a requirement in our application to the state for the library construction grant. The new account is shown on the December Financial Report and the report will be filed for audit.

**Librarian’s Report:** Darlene presented the bills for December in the amount of $1,452.79. Alice made the motion to pay the bills, seconded by John. Roll call vote, all yes. Darlene updated the list of Memorial Gifts and the board expressed their appreciation for the donations. A recent anonymous gift was designated to the Library Building Fund.

**Committee Reports:**

**Building and Grounds:** Alice will contact the Fire Marshall about three battery operated Exit lights for the library. Merrilyn is working with someone to clean and seal the brick fireplace.

**Policy and Personnel:** None

**Grants:** Darlene stated she had spent the PPE grant and buying books with the Back to Books grant.

**Computers:** Mike Hurrelbrink serviced the three computers that are used by the public.

**Correspondence:** None

**Building and Construction Grant:** Darlene has been in contact with Mark Schafer and he is concerned about the timeline to approve the application. Merrilyn will call Greg Hillis for a meeting at the library to confirm areas for storage cabinets and window placements. John reported the Milliken estate is still being processed.

**Old Business:** Merrilyn reported two of the original library chairs were repaired by Jim’s Stripping and Repair at a cost of $75.00. The board had allotted $200.00. We finished the “Standards for Illinois Public Libraries”, Chapters 11-14, with discussions on improving our outreach to the community and patrons. The board agreed that the monthly meeting agenda and monthly minutes should be published on the library web page.

## **New Business:** The board agreed that until the state has processed the application for the construction grant and authorized the payment of the grant, we would not start a fund raiser. We have pursued the possibility of Memorial bricks and Laura Dukett has spoken to the board and handed out information about the High School Memorial Brick project. We will announce when we make a decision on a fund raiser.

The Library Web Page needs to be updated.

**Books Suggestions:** John - “Coyotes of Carthage” by Steven Wright

Janet – “The Star and the Shamrock Trilogy” by Jean Grainger

**Adjourn:** John made the motion to adjourn at 8:35.

Janet Gant, Secretary