

Board Meeting Agenda
July 13, 2009

Call to order

Minutes of last meeting

Committee and other reports to be approved

- Finance report
- Book committee (Roxanne) – Lucy Bishop
- House committee (Jerry & Greg)
 - Air conditioning
- Statistical report (Teresa)

Old business

Lucy Bishop Fund

Friends of the Library (Amy)

New business

Emergency closing policy – an emergency closing policy is included in our disaster plan. However, with most of our services now requiring electricity and all the recent talk about a pandemic and not coming to work when sick, I felt that we needed to clarify the policy.

Per capita grant requirement: Legal Compliance, part 1: The library board must review policies identified in Illinois Library Laws & Rules, January 2008, 75 ILCS 5, pertaining to the library type. Such policies are identified in board meeting materials. Part 2 to come later is to list policies that were developed or revised as a result of this review.

Librarian's announcements

Legal Self Help Center opens Aug 11

New summer employee: Shelby Norman, summer youth work program participant placed here. Her wages are paid by the program.

Report on summer children's activities

Silly Safari July 17 1pm at Hangar

PARIS CARNEGIE PUBLIC LIBRARY
FINANCE REPORT **June 2009**

<u>CITY FUNDS</u>	<u>Budget</u>	<u>Expended</u>	<u>Expended</u>	<u>Balance</u>
		<u>this month</u>	<u>to date</u>	
Library staff	98000.00	6451.04	13958.76	84041.24
Health	6600.00	551.62	1161.80	5438.20
Life	174.00	14.40	28.80	145.20
Unemployment	600.00	0.00	0.00	600.00
Workers Comp	290.00	0.00	0.00	290.00
Temporary	1500.00	0.00	0.00	1500.00
Bonuses	1200.00	0.00	0.00	1200.00
Books and periodicals	6000.00	413.93	413.93	5586.07
Repairs & maintenance	1200.00	0.00	0.00	1200.00
Grounds maintenance	1000.00	0.00	0.00	1000.00
Equipment repair	1000.00	0.00	0.00	1000.00
Computer Automation	6300.00	0.00	0.00	6300.00
Insurance				
Liability & Property	3250.00	0.00	0.00	3250.00
Utilities	7000.00	0.00	423.70	6576.30
Pear & Building Funds	7000.00	0.00	337.20	6662.80
Contingency	<u>700.00</u>			
TOTALS	141814.00	7430.99	16324.19	125489.81

OTHER RECEIPTS

(excludes tax and trust fund income)

	This month	YTD
Gifts	870.00	886.00
Per capita grant	10981.35	10981.35
Other grants	0.00	0.00
Dividend income	300.00	300.00
Interest income	45.21	129.88
All other income	1417.67	3264.78
<small>(nonresident cards, fines, copies, fax, etc.)</small>		

OTHER EXPENDITURES

	This month	YTD
Building & Grounds	540.74	1197.63
Library Services (Programs, Supplies, etc.)	888.70	1599.43
Materials (Books, Periodicals, Audio, Video)	184.26	616.79
Personnel: Continuing Education & Mileage	0.00	0.00
Pear Fund (nonfiction materials)	337.20	337.20
Lucy Bishop Fund (nonfiction materials)	0.00	0.00

PARIS CARNEGIE PUBLIC LIBRARY
June 2009

Registration

Cards	Resident	Nonresident	Total
Adult	2102	346	2448
High School	166	56	222
Children	680	129	809
Other	17	0	17
Property Owner	<u>0</u>	<u>61</u>	<u>61</u>
Total	2965	592	3557

Nonresident Household Fees 0.00

Holdings

Books	Adult	Children	Total	
Previous total	21851	10491	32342	
Volumes Added	54	28	82	
Volumes Lost	0	0	0	
Volumes Withdrawn	4	11	15	
Total	21901	10508	32409	
Videos:	766	Audiobook 360	Microfilm	69

Circulation

5665

checkout	5481
phone renewal	56
in-library renewal	65
OPAC renewal	63
offline	0

Overdue items this month

1st notice	127
2nd notice	77
3rd notice	39

Interlibrary Loan

From other libraries	377
Sent to other libraries	430
Requests placed	585

Reciprocal borrowing

@Paris	279
Paris @ other libraries	179

Computer users	978
Program attendance	315
Reference questions	959
Visits to website	1913

**Paris Public Library
Board of Trustees
June 8, 2009**

The regularly scheduled meeting of the Board of Trustees was called to order at 4:30 p.m. by President Sharon Farris. In attendance were Trustees Mary Ann Tucker, Greg McHenry, Amy McGilvrey, Roxanne Michels, Mary Taylor, and Librarian Teresa Pennington. Absent was Trustee Jerry Cockcroft.

Minutes of Previous Meeting:

MOTION: Tucker, second Michels to approve minutes as read. Motion carried.

Finance Report:

MOTION: McHenry, second McGilvrey to approve report as read. Motion carried.

Book Committee: No report.

House Committee:

McHenry met with Jim Bennett of Bennett Electric about replacing the lighting in the Reading Room, using funds in memory of Mary Ida Riedell. McHenry will present a cost estimate in a future meeting.

Librarian's Report (Statistics):

MOTION: Michels, second McHenry to approve report as read. Motion carried.

Old Business:

*McHenry accepted the Vice President position on the library board.

*Farris reported that the board needs one more member and requested that current members email her with ideas for a new member to suggest to mayor.

*Tucker and Farris will ask the Paris Beacon News again to print a photo and article from Peg Giesler's retirement reception in May.

*Farris passed around copies of a memo from Peg Giesler entitled "Thoughts Upon Departure," which includes suggestions and ideas for improving the library.

*McGilvrey reported on Friends of the Library. She will share more information with members at the July board meeting, and asked board members to meet on Monday, August 3 at 4:30 p.m. to solidify the program so it can be started in September.

New Business:

*MOTION: Tucker, second Michels to approve the 2009-2010 Budget. Motion carried.

*Discussion on the "Lucy Bishop" Fund. The library spent more in the last fiscal year than the investment earned. See "Paris Public Library Accounts" sheet in the 2008-2009 Annual Report. Michels will investigate the situation.

*MOTION: McGilvrey, second McHenry to approve the 2008-2009 Annual Report. Motion carried.

*Members reviewed the requirements for the FY2010 Per Capita Grant.

*Librarian's Announcements: Pennington reported that help is needed this Friday during the Library Book Sale.

Meeting Adjourned at 5:40 p.m.

Respectfully Submitted,
Mary Taylor, Secretary

POLICIES IDENTIFIED IN (75 ILCS 5/) Illinois Local Library Act.

(75 ILCS 5/1-7) (from Ch. 81, par. 1-7)

Sec. 1-7. Each library subject to this Act is subject to the provisions of **The Library Records Confidentiality Act**.
(Source: P.A. 83-179.)

The Administrative Ready Reference includes a Confidentiality of Records policy so apparently this section is interpreted as requiring a policy. Although we have had a statement back when all our policies were in one policy document, we currently do not have a separate policy.

(75 ILCS 5/4-7) (from Ch. 81, par. 4-7)

Sec. 4-7. Each board of library trustees of a city, incorporated town, village or township shall carry out the spirit and intent of this Act in establishing, supporting and maintaining a public library or libraries for providing library service and, in addition to but without limiting other powers conferred by this Act, shall have the following powers:

1. To make and adopt such **bylaws**, rules and regulations, for their own guidance and for the government of the library as may be expedient, not inconsistent with this Act;

Our current bylaws are posted on the library website under About the Library → Library Board → Policies. My opinion is that Article II of our bylaws needs revision.

(75 ILCS 5/4-7.2) (from Ch. 81, par. 4-7.2)

Sec. 4-7.2. The board of library trustees shall establish, and review at least biennially, a **written policy for the selection of library materials and the use of library materials and facilities**. No employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with the written policy required to be established pursuant to this Section.

(Source: P.A. 85-751.)

This is actually three or more policies:

selection of library materials
use of library materials (library cards, loan periods)
use of facilities may encompass meeting room policies and any policy that involves behavior or activity within the library

Our policies concerning these areas are also found on the website at About the Library → Library Board → Policies.

PARIS CARNEGIE PUBLIC LIBRARY

June 2009 invoices for approval at July meeting

Books

40-01-00-6710	invoices	
Baker & Taylor	2023275037	19.98
PO Box 277930	2023317878	279.81
Atlanta GA 30384-7930	2023354222	53.35
acct L020198	POA100072574	35.19

Total B&T 388.33

40-01-00-5120 Maintenance & Repair of Equipment

Martin's Heating and Air Conditioning	380.00
18122 E 1950th Road	
Marshall IL 62441	

Emergency Closing Policy

Paris Carnegie Public Library maintains a regular schedule of hours open to the public. It may become necessary to close the library, shorten hours, or cancel programs when emergency conditions pose a safety hazard to the public and staff or prevent basic library functions. The decision to close the library or cancel scheduled programs is based upon one or more of the following:

1. Severe weather and road conditions that cause hazardous traveling. For purposes of this policy, severe weather is defined as significant snow or ice accumulation or blizzard conditions.
2. Availability of staff to operate the library. Minimal staffing level is defined as two staff members in the building with no scheduled programs.
3. Failure of vital building services, extended power failure (more than 30 minutes in daytime, 15 minutes after 6pm), condition of the building or its equipment.
4. General health/safety emergency in the community or area surrounding the library.

The Librarian/Director shall make the decision to close. If the Librarian is not available, the Assistant Librarian will decide.

Emergency closings are announced in as many ways as possible given the circumstances of the emergency and may include the library website, library answering machine, signs on doors, announcement in local media.