

Trenton Public Library  
118 East Indiana Street  
Trenton, Illinois 62293  
Minutes of Board Meeting  
July 24, 2017

Attending: Larry Davis, Mary Huelsmann, Jean Heier, Ann Therion, Tom Rankin, Steve Schatz and Director Linda Richter. Absent: Kim Wiggins, Jeannie Brines, Ethan Wheeler, Assistant Tracy Fey and Linda Evans.

1. CALL TO ORDER: 7:02 pm by President Larry Davis
2. PUBLIC INPUT: None
3. REQUIRED ACTION/REPORTS
  - a. Minutes of June 26, 2017: Kim motioned to approve minutes, Mary seconded motion. Motion approved unanimously.
  - b. Treasurer's Report: Filed for Audit
  - c. Bill List: Larry motioned to pay the bills, Mary seconded. Motion approved unanimously.
4. INFORMATION REPORTS
  - a. President's Comments: No response to contact with City Hall this month for new siding on the building. Will attempt to contact next month for information and timeline on new siding.
  - b. City Council Representative: None
  - c. Committee Reports:
    - i. Building: None, other that stated by president above.
    - ii. Goals and Objectives: None
    - iii. Bylaws and Policy: None
  - d. Librarian's Report: Filed as read. Linda suggested a committee to define the requirements for the director's position for publication and advertisement of the position to be filled by December 1 2017.
    - i. The board president appointed an ad-hoc hiring committee to oversee and help facilitate filling the upcoming Library Director vacancy. Committee members are: Larry Davis, Kim Wiggins, and Steve Schatz.
5. UNFINISHED BUSINESS
  - a. None
6. NEW BUSINESS
  - a. Building Maintenance: A clog was reported in the men's room, a plumber was called and found calcium deposits in both male and female toilets. A report was made to the city and the city replaced the men's room toilet and will replace the women's when the problem occurs again.
  - b. Personnel Issues: None
  - c. Equipment Recommendations: None
  - d. Book Purchase: On bill list.
  - e. Appoint trustees to Committees: Committees to remain the same.
  - f. Internet Login Sheet: The need for retention of the internet log sheet was discussed. There is no current policy to define retention of log sheet. The policy committee will review and submit an updated policy to address the issue. The proposed policy will include daily sign in with a 30 day retention of physical sheet and destruction monthly.
7. TOPICS NOT ON AGENDA

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8. CORRESPONDENCE

- a. Send Thank you SRP donators: Will send.
- b. Correspondence to Bob Brown Family: Will send information to the family for a new book purchase in his name.
- c. Next Meeting will be August 28, 2017 at 7:00 pm.

9. ADJOURNMENT

- a. Meeting adjourned at 7:32pm

Secretary Steve Schatz