

Franklin Grove Public Library

Regular meeting of the Library Board of Trustees

Tuesday, September 12, 2023 at 6:00 p.m.

Call to order- at 6:00 p.m.

Attendance- Trustees: Ruth Newcomer, Susie Murphy, Marilyn Spangler- as standing president, Barb Simpson, Leigh Delhotal. Director – Amy Runkle

Absent: Patti Forrester, Julie Grendahl

Public comments –

A. Approval of Minutes –Motion presented by Leigh Delhotal, 2nd by Ruth Newcomer With amendments of PUG instead of PUB and next meeting date as Sept 12, 2023 Motion Approved.

B. Treasurer’s Report – File for audit. A Motion presented by Marilyn Spangler 2nd by Susie Murphy. Motion approved with a Roll Call vote Yes = 5, No=0

C. Ratify Bills and payments for September. A Motion presented by Leigh Delhotal, 2nd by Ruth Newcomer. Motion approved by a Roll Call vote Yes= 5 No=0

Directors Report: The Rock Snake head was stolen and part of his body was also missing. Cameras need to be maintained and inspected. Axis 360 will be replaced to Boundless Resource with in the next few months, with up dates for use. YA Book Club is now being directed by Faith. We welcome Erin Dossett, in which has been hired as our new library staff addition.

Unfinished business

A. Emergency Exit Batteries – Complete Electrical 1 combo light purchased and 1 Emergency light with a total of 4 Emergency lights maintained.

B. Holiday Pay – Personnel committee met and discussed concerns. A proposal was presented; Employees that work 15-29 hours per week will be paid holiday pay based on the regular weekly schedule. A Motion presented by Ruth Newcomer, Barb Simpson 2nd. Motion approved as presented. The Director will update the Personnel Policy.

New Business

A. Security camera inspection and maintenance to be discussed at the October meeting.

B. Policy for security/fire alarms for the Board Members and staff. – Emergency plan is in place and all trustees have been updated with Fire Alarm/Burglar Alarm procedure and have been given a handout to put in their library manual. Director updated the call tree. Johnson Control re-alarmed the fire panel. Johnson Control

stated, the fire alarm detectors should be inspected every other year when the sensors, pull alarms, and extinguishers are inspected.

C. Adult Computers – 42 Tech suggested the replacement of 2 original computers. Estimate for computers attached. Director suggests removing computers and looking forward have 3 adult computers and 3 children computers instead of 4 and 4, and revisit to replace the computers as needed in the future. A motion presented by Leigh Delhotal and 2nd by Barb Simpson to stay with the 3 and 3 computer proposal by the Director. Motion approved as presented.

D. History room – Items donated, is the room hazard protected such as a fire suppressant, along with UV film on windows. The building committee will meet to review this information and to discuss options.

E. Duct Work – proposal estimate by Supreme Cleaners dated 9/12/2023 to clean ductwork. The issue is that the fire alarms are also tied to the ductwork. The Director will obtain more estimates to be reviewed along with the current estimate at the October meeting.

Miscellaneous items

A. Issues with mailing mail in a timely manner in Franklin Grove, the decision to mail from Ashton instead of Franklin Grove if these matters still persist.

A motion by Barb Simpson, 2nd by Leigh Delhotal to adjourn meeting.

Meeting adjourned 6:50 pm

Next meeting: Tuesday, October 10, 2023 @ 6:00 P.M.

Finance Committee – Ruth Newcomer, Julie Grendahl
Personnel Committee – Barb Simpson, Leigh Delhotal (Staff Policy Manual)
Policy Committee – Barb Simpson, Leigh Delhotal, Geri Twardowski
Building & Maintenance – Marilyn Spangler, Susie Murphy, Ruth Newcomer
Ad Hoc Committee- Susie Murphy, Marilyn Spangler (Long range library plan).