

## Mattoon Public Library Board of Trustees

**Minutes: November 13, 2017, 5:15 pm.**

**Kinzel Room, Mattoon Public Library**

### **Call to Order:**

The meeting was called to order. Those in attendance were Dean, Karpus, Kimberlin, Rankin, Glenn, Ray, Walworth, Nonaas and Grady.

### **Consent Agenda**

Bills, Treasurer's Report, Circulation Report, and Board Minutes for October (see attached)

Motion made to accept the Consent Agenda, (Ray/Glenn ) unanimous.

### **Discussion**

Brief discussion on points from the Directors report. Discussed efforts toward review of all written policies. There is expectation that some should be ready by December meeting. Based on audit, recommendation that Board adopt a credit card policy. Director will get examples from accountants. We should expect to see something early 2018. Director shared information related to efforts for improvements in the Reading Room area. We also heard about improvements related to our Library Newsletter. Director also shared early steps related to our commitment to literacy initiative. Searching for successful templates from other communities, and connecting with Lake Land College, Mattoon School District, YMCA to begin a community wide effort.

### **Committee Report**

Fundraising committee reported on the success of our Open House event last week. We expect to be near \$10,000 raised. And just as important, over 100 friends in attendance. A great opportunity to showcase the importance of the Library to our community. Thanks to all who made this event a great success!

The Director will be marshaling with some of the attendees, who have ideas and resources to expand our impact in the community.

### **New Business**

Proposal made by the Director designating the 2018 Holidays for the Library. Motion made to approve, (Grady/Karpus), unanimous.

Update: Job descriptions and staff expectations have been developed and discussed with staff. Employee review will take place in December.

Because of scheduling conflict, request was made to reschedule the December Board meeting from Monday the 11<sup>th</sup>, to Monday the 4<sup>th</sup>. The board agreed to make the switch to the 4<sup>th</sup>.

**Adjournment:** (Karpus/Kimberlin)