Minutes

Roll Call
Present:
Andrea Bradley
Jon Musgrave
Dr. John O’Keefe
Kim Walker
Linda Walker
Andrew Wilson
Absent: Jenna Griffith, Megan Tate, George Trammell

Minutes
No minutes from January Board meeting

Financial Statement
David reported that 81.32% of the monies were spent to end the fiscal year. The motion was made by Jon Musgrave and seconded by John O’Keefe to accept the financial statement. All were in favor, motion passed.

Director’s Report:
Library Activities
- One of the fourteen HV/AC units has been problematic, leaking Freon. Two bids were taken from Fowler Heating (approximately $20,000) and Cooling and Parker Heating (approximately $14,000). David asked each company to submit a proposal re replacing the HV/AC system and the roof unit.
- Applied for the $3,000 Dollar General Summer Reading Program
- Torie has added a checklist of daily, weekly, and monthly tasks for Paul, maintenance man, to organize tasks and jobs.
- A volunteer has been working coffee bar for the past 2 weeks doing an excellent job. She was assigned 240 volunteer hours at a non-profit organization through a court order.
- A meeting was held with Cody Moake, Sarah, Mandee, Shelley and David to try to void the last 2 years of the Beanstack contract. With the yearly fee of $890, the staff has had many unresolved issues trying to use the software as they promised would work in the Reading Challenges program. After many contacts with Beanstack, it simply does not work for our use.
- SHARE Cloud Library report. Presently they are 44,348 eBooks and eAudiobooks with 30,786 of these were used by our patrons.

Circulation & Traffic Report
Circulation for February 2020 compare to January 2020 was up 571 to 6,399. Traffic was up 279 to 11,441 people. Comparing February 2020 to February 2019, Circulation down 1,092 and Traffic was down 48 with an average of 477 per day.
Department Activities Summary

- The Children’s department had over 490 attendees. Unity Christian School brought 6th and 7th graders for a tour. There was a Unicorn party with a scavenger hunt.
- The Young Adult department had over 22 attendees. Activities: from a rubber band loom made from the 3-D printer, we made rubber band bracelets; in the STEAM program, they made heart-shaped glow-in-the-dark glue circuits.
- The Adult department reopened the Coffee Bar and an installation of a new printer. Kelly prepares social media posts and uploads on our Instagram and Facebook pages once a week.

Coming Events:
- Make a puppet and film a story, new program of Tai Chi for fall prevention, Introduction to Family Research by Debbie Fraedrich from the Carbondale Family History Center, Taxes on Retirement, Egg Drop Challenge, Easter Sensory Room, Adult Cooking Skills, and Intro to Digital Drawing to highlight a few.

Illinois Heartland Library System. No Report

Committee Reports:
Personnel: David and Torie will take over for Katie while on maternity for a few weeks.
Building & Grounds: Air handler #11 is a problem.
Finance: The city has a budget generating program allowing you to review and track 3 years of budgets. Katie and Torie will be able to access. New budget has been submitted and reviewed.
Friends of the Library: next meeting is March 17 and next book sale will be March 20-21.
Technology: We have a contract with RICOH but the printer and faxing still does not work.

Unfinished Business:
- No report on Up-Date of Trustees Bu-Laws
- Non-Resident Card Procedures. The legal fee by State Statue of $112.50 has 50% rebate by going to the City Clerk.
- No report on Intergovernmental Agreement between City of Marion and Marion Unit 2 school to provide free Library services.

New Business:
- Aikman Trust Project. Two years ago, $334,389 was donated from her estate to be used by Children’s Department, 5% per year. Using the 5% for 2018, 2019, and 2020, $16,000-$17,000 the Event Center will be divided to a play room and a Tech lab. Any money remaining will go toward a new children’s circulation desk with the Friends of the Library donating $4,000.
- Payment of February bills. Jon made a motion and was seconded by John O'Keefe to pay February bills. Motion passed.
- Adjournment. A motion was made by Andrew Wilson and seconded by Andrea Bradley to adjourn the meeting, all were in favor.

Next meeting is April 13, 2020