

## MINUTES OF THE SPARTA PUBLIC LIBRARY BOARD OF TRUSTEES

Monday February 2, 2015

The February 2, 2015 meeting of the Sparta Public Library Board of Trustees was called to order by President Domenica McDonald in the main study area at 7:05 p. m.

### Members Present:

Don Adams  
Anne Bourner  
Richard Cavalier  
John Clendenin

### Absent:

Steven Gerlach  
Domenica McDonald  
Peggy Petkas  
Bob Taylor

### Others Present:

Susan Colbert, Library Director

The minutes of the January 5, 2015 meeting were reviewed. There were two spelling errors. It was moved by Peggy Petkas and seconded by Anne Bourner to accept the corrected minutes. Motion carried unanimously.

### Correspondence

Jesse White's notification that the Sparta Public Library would receive a Per Capita Grant for \$5,377.50 was read to the Board.

### Treasurer's Report—Anne Bourner

The Treasurer's report for each fund for the month of January 2015 was reviewed by the Board. It was moved by Richard Cavalier and seconded by Don Adams to accept each of the reports. The motion carried unanimously.

The bills for February 2015 were reviewed by the Board. It was moved by Peggy Petkas and seconded by Richard Cavalier to pay the bills presented and other regular monthly bills that come after the meeting date. The motion carried unanimously.

### Librarian's Report—Susan Colbert

1. Director Susan Colbert requested permission to attend the February 26, 2015 Mini Construction Grant meeting to be held in Springfield, Illinois to improve our chances of receiving a \$35,000.00 grant application for new

thermal windows and Library sign. Don Adams moved and Bob Taylor seconded that the Board allow Susan to attend. The Library will cover Susan's expenses. The motion carried unanimously.

2. Director Susan Colbert reported that the e rate application is under way. She reported that the grant will be phasing out paying for voice service over the next five years at a rate of 20% less each year.
3. The ICN (Illinois Century Network) may not be able to cover the cost for internet service. In the past the State of Illinois has stepped in to cover the costs. If the State does not pick this cost up, the Board will have to pay the \$141.70 monthly cost. Steven Gerlach moved and Peggy Petkas seconded that the Board will pay the cost if necessary. The motion carried unanimously.
4. Anne Bourner moved and John Clendenin seconded that the Board accept the Lazerware bid for a wireless access point of service price of \$307.60 with no additional monthly fees. The motion carried unanimously.
5. Due to price increases for books and supplies, Anne Bourner moved and Bob Taylor seconded that the Board authorize an increase of monthly charges on the Visa card to \$1,500.00 per month. The motion carried unanimously.
6. The Library's wish list of possible expenditures was presented for discussion and review.
7. Director Susan Colbert has consulted several firms concerning our telephone needs. She recommended that the Board authorize Don Johnson to reinstall the old phones, hook up the battery back-up system and recording calls according to his bid plus the cost of materials we do not have. Steven Gerlach moved and Anne Bourner seconded that the Board accept the bid if the cost does not exceed \$1,000.00. The motion carried unanimously.

Anne Bourner moved and John Clendenin seconded that the Librarian's Report be accepted. The motion carried unanimously.

### **Old Business**

None

### **New Business**

1. Steven Gerlach suggested that we hire an artist to do a portrait of the new Library Director, Susan Colbert. President Domenica McDonald will talk to the local artist who produced previous portraits for us.
2. Steven Gerlach presented a preliminary budget for 2015-2016. It was agreed to add \$10,000.00 for a new line item, Equipment Replacement. That brings the suggested Annual Budget to \$192,350.00.
3. An apology will be sent to the DAR concerning the abruptness with which they were notified that the Library closes at 7:00 p m. The Board will ask them to reconsider using the Library again for a monthly meeting.
4. The Board received an update for Glitter which will be held Saturday, February 7, 2015.

The next meeting is March 2, 2015.

It was moved by Peggy Petkas and seconded by Anne Bourner to adjourn the meeting. The motion carried unanimously. The meeting adjourned at at 9:05 p.m.

Respectfully submitted,  
Steven Gerlach  
Secretary of the Board