

BUNKER HILL PUBLIC LIBRARY

June 6, 2018

A quorum was established with Linnebrink, Scroggins, Speitel, Morrison, and Allen. Wilcox and Lasswell were absent. The meeting was called to order at 6:01 p.m. A motion to approve the agenda was made by Speitel and second by Morrison. A motion to accept the minutes from May was made by Speitel and seconded by Morrison.

Public Comments: Maria Massey approached the board asking if for the Fall Festival she be a part of the Library. That way avoiding extra cost as she wants to do a Mexican Festival featuring workshops, paper arts, food and dancers. The cost is \$50.00 but was told if Library had a stand she could join here. Would like it to be in memory of Marvin Rensing. Thought it would be okay but would get back to here when Lasswell is back from her conference and can check out all the details.

Treasurer's Report: Money was transferred in May of \$20,000.00. This should finish out the year. Motion made by Speitel and seconded by Morrison.

Librarian's Report: Due to Lasswell being at Conference, she will update us in July.

Committee Reports:

Budget/Finance Committee:

- A. Voted Hastings Insurance Company. Motion by Morrison and seconded by Allen.
- B. Will schedule budget meetings when Lasswell gets back.

Building/Maintenance Committee:

- A. Knox Box – William Sloan attended the meeting get us up to speed on a box that could be accessed by the Fire Department. They would have a master and we would put Library key in it so if a fire no one had to search around for keys and would know exactly what to do. It keeps a list of anyone using that key and is a safe guard for Library and well as the Fire Department. Price is \$308. Will vote on next month. Really liked idea but would like to talk to whole board on which version we want.
- B. Backflow Update Fleiger will update next month.
- C. Leak will be discussed next month.
- D. Gutters will be discussed next month.

Policy/Procedure Committee

- A. 18-01 Ayes: Scroggins, Speitel, Linnebrink, Morrison, Allen Nay – 0 Absent Fleigel and Wilcox
- B. 18-02 Ayes: Scroggins, Speitel, Linnebrink, Morrison, Allen Nay – 0 Absent Fleigel and Wilcox
- C. 18-03 Ayes: Scroggins, Speitel, Linnebrink, Morrison, Allen Nay – 0 Absent Fleigel and Wilcox
- D. 18-04 Ayes: Scroggins, Speitel, Linnebrink, Morrison, Allen Nay – 0 Absent Fleigel and Wilcox
- E. 18-05 Ayes: Scroggins, Speitel, Linnebrink, Morrison, Allen Nay – 0 Absent Fleigel and Wilcox
- F. 18-06 Ayes: Scroggins, Speitel, Linnebrink, Morrison, Allen Nay – 0 Absent Fleigel and Wilcox
- G. 18-07 Ayes: Scroggins, Speitel, Linnebrink, Morrison, Allen Nay – 0 Absent Fleigel and Wilcox
- H. 18-08 Ayes: Scroggins, Speitel, Linnebrink, Morrison, Allen Nay – 0 Absent Fleigel and Wilcox

Community/Public Relations Committee:

Allen will talk to Sage House about donating beer for the Golf Scrambler. Edwardsville Bank will donate all the water. Allen sent out some flyers to different companies and individuals. Linnebrink is talking to people for donations. Will need volunteers. Speitel said his daughters could do it and also some High School girls can do for Community Service.

Landscaping Committee

New Business:

- A. Secretary's books will need to be reviewed in July. Morrison and Speitel will do it.
- B. Approved 18-01 to 18-08 for the coming year.
- C. Voted to have a Non-Resident Card for \$40 for the year. Motion by Speitel and seconded by Morrison.

No Old Business

No Executive Session

Next Board meeting is July 11, 2018 at 6 p.m. due to 4th of July. Adjourned at 7:05

BUNKER HILL PUBLIC LIBRARY
AUGUST 8, 2018

A quorum was established with Speitel, Morrison, Allen, Scroggins and Lasswell in attendance. The meeting was called to order by Speitel at 6:18 p.m. A motion by Morrison and seconded by Speitel to approve the minutes from the last meeting was made. There was also a motion to accept the agenda by Speitel and seconded by Allen.

No Public Comments

Treasurer's report was prepared by April Robbins and handed out. The budget for the new year was approved last month.

Librarian's Report:

1. Over 2,311 books were read in 7 weeks. It was a great time for everyone. She also stated she has learned some things to do different next. Year.
2. Networking event held this year in Illinois. It is a national event for Libraries. It will be held September 13, 14, and 15. Morrison made a motion to send Lasswell as it may be the only time she will be able to attend and Scroggins seconded.
3. Free digitize our yearbooks for the Library. It is a service ran by prisons. There were several questions raised and Lasswell is going to find out the answers. Tabled for next month. Micro Machine is broken and she is also going to see if someone can haul it away.
4. The fall fest is paid for. Peter Jarden asked to utilize the library for his petting zoo. It will be covered under the library fee. Morrison made a motion to accept the Petting Zoo and Allen seconded it.
5. Hard drive back up broke. Authorized Lasswell to purchase a new one. Allen made motions and Morrison seconded.

Committee Reports:

Budget/Finance:

1. Approved budget. Morrison made the motion and Speitel second it.

Building/Maintenance Committee:

1. Knox Box is here. Linnebrink to contact Bill Farris.
2. Toby Elliott did the gutters and was paid. Thinking maybe we should do this once a year.
3. Ameren is being contacted. With e-mail not working she is trying to get in touch.

Policy/Procedure Committee:

1. BHPLD Equal Employment Opportunity Policy was adopted. Motion by Speitel and seconded by Morrison.
2. BHPLD Patron check out policy and Hold request Policy is on hold for some changed.

Community/Public Relations Committee:

1. Trivia at this time is being considered and planned. Looking at dates for next meeting. February, March or April. Want to incorporate so kids will enjoy. Still thinking about a walk. School is Spring and Kiwanis is Fall. Thinking maybe right before school 2019.

Landscaping Committee:

1. The project is a go with some changes made to plans. It is \$13,120

Old Business: None

News Business: None

Executive Session: None

Next board meeting is September 5, 2018 at 6 p.m.

Motion to adjourn was made at 7:07 p.m. with motion by Speitel and seconded by Allen.

Bunker Hill Public Library

September 5, 2018

6:00 p.m.

A quorum was established with Scroggins, Flieger, Speitel, Wilcox, Lasswell and Allen. Morrison arrived at 6:04. Linnenbrink was on speaker phone. The meeting was called to order at 6:00 p.m. A motion to accept the agenda by Wilcox and Speitel seconded it. Motion to accept the minutes from last month's meeting was made by Flieger and seconded by Linnenbrink.

No public comments.

Treasurer's Report: The Comptrollers report was accepted. A Motion was made by Wilcox and seconded by Speitel to accept the 2017/2018 Comptrollers report. The motion was carried. Treasurer's report was tabled.

Librarian's Report:

1. Overall the circulation numbers for August were great.
2. IPLAR report was completed.
3. Book Sale will go on no matter if rain or shine. Will be moved indoors.
4. Lasswell will attend the National Conference next week
5. Other things in the works an adult reading program is one. Hope to begin by the first of the year.

Committee Reports:

Budget/Finance:

1. Nothing at this time.

Building/Maintenance Report:

1. Knox box is here at Library. Bill Farris will be contacted by Linnebrink to install it.
2. Ameren Update We have 132 lights with about 4200 watts. Ebersol will do all the work for nothing. Other information is attached.
3. Message board is out. Lasswell is looking into it.

Policy/Procedure Committee:

1. Lasswell created a policy for gifts and donations given at the library. A motion was made by Allen to adopt the policy and Wilcox seconded it.

Community/Public Relations Committee:

1. Cross Bow was purchased for the Fall Fest to be donated. If the Fall Fest is cancelled will still work on selling the tickets and may continue until Christmas Walk.
2. Trivia Night for fundraiser is being worked on. Trying to find a date. Posted on Facebook and got some ideas of dates we will have to have a meeting a pick a date and committee will have to find a place. Allen will talk to Legion. This will probably be early spring or late winter.

Landscaping Committee:

1. Hopefully the project will be completed by end of September or beginning of October . A motion was made by Wilcox to approve \$13,120.00 for the project. And Linnenbrink seconded it. Another motion was made by Wilcox to pay ½ the money to start the project and the other ½ at completion. Speitel seconded it.

Old Business: Yearbook project data is demolished after 60 days. 4 to 6 week turnaround. Copies sent to Library, High School, and Historical Society. Motion to accept this was made by Linnenbrink and seconded by Allen. Need to get a policy that the use of pictures will not be for resale. Petting Zoo Cancelled for Fall Fest.

New Business: Windows to be washed by Morrison, Scroggins and Allen. Flieger will look into light by flag pole. Might be a timer issue. May have enough bottle caps for benches. 10 bags already and ½ way done. Cheerleaders are washing them and putting in the bags.

No Executive Session

Next Board Meeting is October 3, 2018

Motions to adjourn was made at 7:07 by Morrison and seconded Speitel

Bunker Hill Library District Meeting

October 3, 2018

6 pm

A quorum was established with Linnenbrink, Scroggins, Lasswell, Morrison, Speitel and Allen in attendance. Wilcox arrived at 6:08 The meeting was called to order at 6 p.m. A motion to accept the agenda was made by Morrison and seconded by Speitel. Motions to accept last month's minutes was made by Speitel and seconded by Morrison.

No public comments

Treasurer's Report: August and September report was approved by Allen and seconded by Speitel.

Librarian's Report:

1. October calendar approved. She may do a pumpkin decorating competition if she can get some donated pumpkins.
2. She also attached an October work schedule for us to see.
3. Lasswell stated she loved the conference. She attended classes on personnel and management focus. Learned some different ways to manage staff. Felt the conference was really helpful for her.
4. Book sale sold \$362. About what is usually sold.
5. The shed was cleaned out drastically. Old books went to recycling. Pat's grandson did a lot of the running back and forth. Would like to give him a \$25 give card for gas.
6. Lasswell was wondering if Pat could work on grants more and have Kim pick up the slack. Agreed this would be great.

Committee Reports:

Budget/Finance:

1. April was requesting to be added to online banking, but at this time only Monica and Fred can be on there. Hopefully they can get end of month statements to April for meeting.

Building/Manteca Committee:

1. Knox Box is to be put up on Monday, October 8, 2018. Fleiger is working on the flag pole and timer. The Marquee is working properly now.
2. Trees need to be trimmed on the east side. They are going to look into that being done.
3. There is some concern about the computer crashing and was not back up. There is one now, but it was questioned that it should have been taken care of before. It will be added to November agenda.

Policy/Procedure Committee: None

Community/Public Relations:

1. Cross Bow fundraiser is still going on and may have to wait until Christmas Walk to be finished. New Posters will be put up.
2. Trivia night is being worked on. Allen is checking with American Legion and Community Center. Lasswell and Allen are working on dates. Was posted on Facebook and have some dates that we can't use. Probably late Winter or Early Spring. Trivia will be for adults. Lasswell may find something for the kids later.

Landscaping Committee:

1. The landscaping will be done next week.

Old Business:

1. Yearbooks will be sent out by FedEx on 10/4. They are missing 6. Morrison may have a few.
2. Speitel reviewed the Secretary's Binder and Morrison will be the seconded one to review it.

New Business: None at this time

Executive Session:

1. **Lasswell Annual Review** 6:40 went in to executive session with Linnenbrink, Wilcox, Scroggins, Morrison, Allen and Speitel asked Lasswell to leave. Executive Session ended at 7:30 p.m.

Next Board meeting November 7, 2018 at 6 p.m.

Meeting adjourned at 7:12 with a motion by Wilcox and seconded by Morrison.

Bunker Hill Library District Meeting
November 7, 2018
6:00 pm

A quorum was established with Linnenbrink, Scroggins, Lasswell, Morrison, and Speitel in attendance. Wilcox arrived at 6:08. The meeting was called to order at 6:04 p.m. A motion to accept the agenda was made by Morrison and seconded by Speitel. Motions to accept last month's minutes was made by Speitel and seconded by Morrison.

No public comments

Treasurer's Report: October report was approved by Wilcox and seconded by Morrison.

1. April reported that there was a check made out to Bethalto Public Library for \$23.89 on 12/18/2017 that has not been cashed. The board decided to avoid any fees associated with stopping the check, and just absorb the money back into the account because most checks expire after 6 months anyway.

Librarian's Report:

7. November and December calendar approved. Library will be pushing for patrons to give handmade gifts this Christmas which is why the December calendar has multiple crafts set up throughout the month.
8. She also attached a November work schedule for us to see.
9. Lasswell discussed the possibility of moving the Genealogy room into the office to give patrons who are looking to research genealogy more room to move and also have access to a computer. The current office would then be used for genealogy and tutoring as needed. The current genealogy room would then be used for storage and/or a small private meeting room. The board agreed that this would better utilize space. Lasswell and the board agreed to set a tentative deadline of the end of February to have the spaces moved and have all confidential information secured.
10. The Christmas Walk was discussed. Mrs. Claus will be reading stories to children in the Library. Lasswell will also set up a small scale book sale in the meeting room per patron requests. The Chamber of Commerce is hosting a Business Competition this year that is consisting of a Pie Eating Contest. No board members/staff that attended the meeting wanted/could participate, so Lasswell will consult absent members. Allen agreed to be the Library's representative at the Pie Eating Contest the day following the board meeting.

Committee Reports:

Budget/Finance:

2. The location of the Library's Bond was brought up. It is currently held at Whitfield Insurance, but in July we will discuss moving the Bond to a different location to keep our current insurance and bond in the same location.
3. Hastings Insurance sent a letter stating that they require parking blocks to be installed at our location. Not sure if we have the authority to install them. Linnenbrink will call and discuss the matter with the City and with Hastings Insurance.
4. It was questioned if the installation of the Knox Box would affect insurance or not. Wilcox will consult our insurance rep and find out.

Building/Manteca Committee:

4. All matters were tabled until Flieger is present.

Policy/Procedure Committee:

1. Levy was presented for approval. There was a roll call vote. Ayes: Linnenbrink, Morrison, Scroggins, Speitel, Wilcox. Nays: None Absent: Allen, Flieger
2. An amendment was submitted for review regarding Sick Time/Personal Leave. Tabled until further research. To be resubmitted in January.
3. Lasswell requested that any board member who's term is ending in 2019 or who has NOT been on the ballot before to stop and see her after the meeting to get information about the upcoming election.

Community/Public Relations:

3. The date of Saturday, February 9th was set for the Trivia Night with a backup date of Saturday, February 23rd. Allen will be informed of the dates and will speak to the Legion about hosting our event there and will inform the committee to proceed with plans.

Landscaping Committee:

2. There has been some miscommunication between Morrison and the landscaping company regarding additional plants. Morrison will call and work it out. A motion was made by Wilcox and seconded by Speitel to approve payment of the second half of the invoice after Morrison has resolved the miscommunication issue and after all remaining plants have been installed. There was also a motion made by Wilcox and seconded by Morrison to transfer funds totaling the amount of the second invoice from the Money Market account into the General Fund.

Old Business:

3. There have been some ongoing maintenance issues. Some of which have not been addressed in two years or more. Linnenbrink and Speitel will work together to get some of them resolved as quickly as possible. Lasswell will also assist where possible.
4. Knox Box has been installed and Lasswell has left messages with Sloan multiple times with no call back. Lasswell will reach out again this week.

New Business: None at this time

Executive Session:

2. **Lasswell Annual Review and Personnel Issues** 7:05 went in to executive session with Linnenbrink, Wilcox, Scroggins, Morrison, Speitel and Lasswell. Lasswell asked to leave after discussion of Annual Review. Executive Session ended at 7:27 p.m.
3. A motion to approve a \$0.30 per hour raise back dating to October 1st, 2018 for Lasswell was made by Speitel and seconded by Morrison and entire board approved.

Next Board meeting January 2, 2019 at 6 p.m.

Meeting adjourned at 7:28 with a motion by Speitel and seconded by Wilcox.

**Bunker Hill Library District Meeting
January 2, 2019**

A quorum was established with Speitel, Scroggins, Morrison, Wilcox, Allen and Lasswell. The meeting started at 6:03. A motion to accept the agenda was made by Wilcox and seconded by Speitel. Motion to accept the minutes from last month's meeting was made by Speitel and seconded by Wilcox.

No public comments

Treasurer's Report: April turned it in today. Visa statement was not here yet.

Librarians Report:

1. Monthly event had to be cancelled
2. Passports is a new event. Go visit 5 libraries and see how they are run.
3. Monthly Calendar was attached.
4. \$5,300 for the Illinois State Library Grant is good to go.
5. E Grant opens January 16th.
6. Inventory is going well, but not as fast as she would like.
7. The Genealogy/Office swap is being done.
8. Applied to go to elevate: Illinois Library Leadership Program will know in March.
9. Adult Reading Challenge was started. Read 26 Books. Must register. Prizes.

Committee Reports:

Budget/Finance – Nothing to report.

Building/Maintaince Committee – Things are being worked on.

Policy/Procedure Committee:

Revisions for sick/personal days will be discussed in February.

Community/Public Relations Committee:

Will have a Trivia Night on February 9 at the Legion. 8 People per team. \$1.00 Mulligans. Can Register on line or come into Library. Will be asking Bob about popcorn machine and will try to Have a meeting to finalize thing.

Landscaping Committee:

They are waiving the extra money they charged. People seem to be happy with the results.

Old Business:

1. Maintained needs to be taken care of
2. Personnel Policy will be taken care of
3. Cleaning Contract – will seek bids.

New Business:

1. Bank called we have some inactive accounts. April doesn't think we need them Monica will check with April to closed the accounts and consolidate.

Executive Session: None

Next Board meeting is February 6, 2019.

Adjournment is at 6:31 with a motion by Speitel and Morrison seconded it.

**Bunker Hill Library District Meeting
February 6, 2019**

A quorum was established with Wilcox, Lasswell, Morrison, Scroggins and Allen. Meeting started at 6:14 p.m. Motion to accept the agenda was made by Morrison and seconded by Scroggins. Motion to accept the minutes from the last meeting was made by Morrison and seconded by Scroggins.

No Public Comments

Treasurer's report will be given in March for January and February.

Librarian's Report:

1. Monthly Calendar is attached.
2. Kelsey and Pat are going to Legislative Meet Up in Edwardsville on Friday, February 8 to listen to congress/senate reps speak about libraries
3. Kelsey will be taking one week off for surgery – shifts have been covered.
 - a. Requesting to receive pay for a few hours of at-home work for summer reading program.
 - b. Motion was made by Allen to pay Kelsey for up to 6 hours working from home and seconded by Morrison
4. Kelsey and Pat going to Family reading Night at Wolf Ridge on February 28 to promote Library
5. Office swap is coming along well
6. Inventory is going well also
7. Tentative book sale for April
8. Summer Reading program these is its Showtime at Your Library! Carnival theme looking into a magic/science performers for events. What and how many depend on turnout for Trivia Night. Will dive head first into SRP after Trivia Night.
9. Clean Co. (rug contract) is up. Ordered new rugs with good reviews on amazon. \$129.79 total

Committee Reports:

Budget/Finance

1. Are there any known issues with Pat transporting deposits and checks back and forth. At this time we don't think there are any issues.

Building/Maintenance Committee:

1. Cleaning Bids – We received one bid. They would like to table it and advertise in paper and address it at March meeting.
2. Need to address PM Binder and ongoing issues.

Policy/Procedure Committee:

1. Employee sick Pay and Personal Leave Amendment will be tabled until March.
2. Library Closing Due to Weather Amendment motion was made by Allen and seconded by Morrison to accept the policy.

Community/Public Relations Committee:

1. Trivia Night – Tons of local donations for door/silent auction items. Need more people to help Be at Library at 1:00 to set up and to transports stuff.

Landscaping Committee: Nothing to report

Old Business: Inactive accounts were closed. Maintenance needs to be address. Clean Contract still need to be address and Personnel issue need to be addressed.

New Business: No new business

Executive Session: None

Next Board meeting is March 6, 2019

Adjournment: Motion to adjourn was at 6:51 p.m. made by Wilcox and seconded by Morrison.

**Bunker Hill Library District Meeting
March 6, 2019**

A quorum was established with Lasswell, Fleiger, Speitel, Morrison and Allen. Meeting started at 6:04. Motion to accept the agenda was made by Morrison and seconded by Speitel. Motion to accept the minutes from the meeting from last month was made by Morrison and seconded by Allen.

No Public Comments

Treasurer's report will be given in April for January and February and March.

Librarian's Report:

1. Office swap is pending on Kelsey's release from surgery
2. Book sale was set for April 8-13
3. Summer Reading Program dates and initial donation requests are sent.
 - a. Thursdays from 12-2 June 13-July 25 (closed July 4th)
 - b. Magic Show June 13th (free) and Mad Science Show July 11th (\$299) and Pizza Party and Prizes July 25th
4. Jr. Librarian Program starting this summer to spike interest in young librarians. Will receive community service credits.

Committee Reports:

Budget/Finance Committee:

1. Will be setting up a date for meeting.

Building/Maintenance Committee:

1. Cleaning bid results. Two bids were submitted by Kara Huber and Vickie Chestnut. Mrs. Chestnut does not have the insurance and does not want the added expense. Mrs. Huber was chosen. Motion by Speitel and seconded by Morrison was made to accept Mrs. Huber's bid.
2. Maintained updates: light bulb for flag pole will be fixed. Fire Extinguishers are all good. Maintenance committee will be getting things caught up soon.
3. Will be a flyer sent out for mowing and will vote on it next month.

Policy/Procedure Committee

1. Employee Sick Pay and Personal Leave Amendment. Motion was made by Allen and Speitel seconded it to accept the Employee Sick Pay and Personal Leave Amendments.

Community/Public Relations

1. The Trivia Night was a success. We earned \$850 and it more than paid for the Summer Reading Program.

Landscape Committee

1. Nothing to report

Old Business:

None

New Business:

Nancy Scroggins resigned from the board. Lasswell will take care of sending a thank you card for her years of service.

Executive Session None

Next Board Meeting is Wednesday, April 3 at 6

Adjournment was at 6:36 p.m.

Bunker Hill Library District Meeting

April 3, 2019

6:00 p.m.

A quorum was established with Wilcox, Lasswell, Fleiger, Speitel Morrison and Allen in attendance. Meeting opened at 6:05 p.m. Motion to accept the agenda was made by Wilcox and seconded by Speitel. Motion to accept the minutes was made by Allen and seconded by Speitel.

Public Comments: Kerri Brown from the Beautification Committee was present. She has a donation for a tree in honor of Dorothy Rull. Probably dogwood. Waldbarts will plant it. Morrison will work with her and find an area to plant it on library property. Motion to approve the pending location by Fleiger and seconded by Wilcox.

Treasurer's Report: Looks like we will be under budget this year. They will be set up a meeting to begin on next year's budget. Motion to approve the Treasurer's Report was made by Wilcox and seconded by Speitel.

Librarian's Report:

1. Monthly Calendar has been set.
2. Office swap will be finished. Lasswell was released from the doctor March 27th.
3. ILA Conference for Tuesday, October 9 – Thursday, October 11, \$225 + Hotel which can run \$99-\$139 per night + 2 hour drive. Handouts available. Lasswell will look into the classes that she would like to attend and get back with the board.
4. E-Recycling on Saturday, April 27th in Staunton. Possible to take the microfilm reader. Lasswell will contact Sonja Brooks of CJD Recycling and see if they can take it or offer it as scrap.
5. Book Sale April 8-13, 2019
6. It was suggested that maybe a Creative Writing Class could be offered at the Library.
7. Escape room to be at Library April 29 – May 4.

Committee Reports:

Budget/finance Committee:

1. They are setting up a meeting for April 16th at 5:30.

Building/Maintenance Committee:

1. Pole light is not working Fleiger will check in to it. Everything that was noted has been caught up. Fleiger will check the binder to see what else needs to be done.
2. Motion was made to accept Kara's Lawn Service for \$575 for the whole season by Morrison and seconded by Wilcox.

Policy/Procedure Committee:

1. Employee Reviews will be ready for next meeting.

Community/Public Relations Committee:

1. Nothing at this time.

Landscape Committee:

1. Tree for Dorothy Rull

Old Business: None at this time

New Business: Have something put in paper about Nancy Scroggins years of service on the board.

Executive Session: was called to order at 6:45 regarding patron behavior, Roll Call. Session ended at 6:56 p.m.

Next Board meeting is May 1, 2019

Adjournment: Morrison made motion to adjourn and Allen seconded. Motion carried. 7 p.m.

Bunker Hill Library District Meeting

May 1, 2019

6:00 p.m.

A quorum was established with Morrison, Speitel, Allen, Lasswell, and Miller. Wilcox arrived at 6:09 p.m. Meeting was opened at 6:02 p.m. Motion to accept the agenda was made by Speitel and seconded by Morrison. Motion to accept the minutes was made by Speitel and seconded by Morrison.

Public Comments: None Swearing in for the election was completed. One new member Greg Miller.

Treasure's Report: None

Librarian's Report:

1. Monthly Calendar/Schedule was attached.
2. Lasswell to take the Elevate management Training on May 27th.
3. Trustee Development training in Edwardsville for anyone interested. Kelsey is going to check into maybe having one of the classes held here.
4. Lasswell to talk to students at Wolf Ridge on May 2nd about Junior Librarian Program
5. Escape Room is going over very well
6. ILA Conference Class Choices No classes selected yet but it is October 9-11 Start to look at Hotels now.

Committee Reports:

Budget/Finance Committee:

1. Need to have a meeting to finish up the new budget.

Building/Maintenance Committee:

1. Went thru the folder and Mark Fleiger has updated it and caught it up.
2. LED lights need to be ordered. Checking in to see where they can be purchased.
3. Pole Light is still not working. Greg Miller will be added to committee. Hope it will be working by the next meeting.

Policy/Procedure Committee:

1. Must do the freedom of information act. Have to create an account. Attached.

Community/Public Relations Committee:

1. Fall Fest Greg Miller is going to look into a gun being donated. Motion to look into guns to be donated to be given away for Fall Fest was made by Wilcox and Allen seconded it.

Landscaping Committee:

1. Greg Miller added to this committee. \$175 Gingko tree to be planted in memory of Marvin Rensing. White Dogwood for Dorothy Rull to be planted. Monica will look into check about getting them planted.
2. Girl Scouts (Ashley Trimm) will be doing tulips under Chester Rull's tree and will paint bike rack and also other things around the Library.

New Business: None

Executive Session: Started at 6:35 p.m. and ended at 6:47 p.m.

Next Board Meeting is June 12, 2019 at 6 p.m.

Adjournment at 7:01 with Wilcox making the motion and Morrison seconded it.

**Bunker Hill Library District Meeting
June 12, 2019**

The meeting opened at 6:00 p.m. with Fred Linnenbrink, Wilcox, Lasswell, Miller, Speitel and Allen. Morrison arrived at 6:05 p.m. Motion to accept the meetings from last month was made by Speitel and seconded by Allen. Motion carried. Motion to accept the agenda was made by Wilcox and seconded by Speitel.

Public Comments: None

Treasurer's Report: Motion to accept the report was made by Allen and seconded by Miller.

Librarian's Report:

1. Trustee Development workshop – there is a possibly planning one in the future but they would be willing to set one up. E-mail Kelsey some topics you would like to see.
2. Summer Reading program Kick Off will be tomorrow the 13.
3. Reorganizing the Reader Books to make browsing easier for the kids.

Committee Reports:

1. Board Members new contact information is attached.
2. Officially assign committees.

Budget/Finance Committee:

1. Final Budget to be voted on to submit to county. Allen made motion to approve the budget and Wilcox seconded it.

Building/Maintenance Committee:

1. PM Binder has been caught up.
2. Previous Issue Resolutions are being worked on pole light, dimmer switch are being looked at. James Speitel is going to get LED lights.
3. Gutters full again. Greg Miller is going to check them.

Policy/Procedure Committee:

1. Review and Renewal of Insurance Policy. Motion was made to approve the insurance policy as presented by Speitel and Miller seconded it.
2. Need to finish FOIA

Community/Public Relations Committee:

1. Greg Miller is looking into something for the Fall Fest.
2. 4th of July Parade on the 6th. The Library will march in the parade and hand out book marks and bracelets. Motion was made to get a banner for the parade and \$100 budget for banner and bracelets and book marks. Motion was made by Wilcox and Morrison seconded it. Motion carried.

Landscape Committee

1. Two trees were planted. Girl Scouts did a good job on sprucing things up. Morrison will spray weeds. Morrison working on some of the things that Waldport needs to correct.

Old Business: Pole Light

New Business: None

No Executive Session

Next Board Meeting will be July 10, 2019 at 6 p.m.

Adjourned at 7:00