

July 10, 2012

Hudson Area Public Library District
Board of Trustees Meeting
104 W. Pearl St.
Hudson, IL 61748

The meeting was called to order by Dee Hinrichsen at 6:32 pm. Quorum was established with the attendance of Laura Haas, Heather Plattner, Margaret Wolf, Nancy Rinda and Dee Hinrichsen. Anne Colloton was absent. Director Maria Ford was present. The previous minutes were corrected by Laura Haas. Minutes were approved by Heather Plattner and seconded by Margaret Wolf.

Director's Report

Attendance for the summer reading program is up from last year. Programs were well received. The International food day was a huge success and garnered a monetary donation from a visitor to Hudson. Plattner noted population swings may be reason for such a small turn-out in the 3-5 grade age group. Norton Virus protection was installed on all computers. The technology service provider did updates and general service to the computers.

Hinrichsen requested and updated contact list for trustees in case of emergency. Ford gave an update on an employee salary review.

President's Report

Hinrichsen discussed process to prepare the Appropriation Ordinance. July 24, 2012 was set as a work session.

Secretary's Report

Meeting's agenda was revised to show correct date for next meeting as August 14th not August 7th.

Treasurer's Report

Haas reviewed transaction detail for the checking and money market accounts. She reviewed the annual Income Statement and will work with Linda Bachman, the Bookkeeper, to make sure books reflect property tax revenue in proper fiscal year. Haas reported we currently appear to be slightly under budget for 2011-2012 fiscal year.

Haas reviewed the control process for paying bills online. Discussion was held about putting utility vendors on an automatic payment plan and Haas recommended tabling until August meeting.

Vice President's Report

Hoepper was absent.

Old Business

Plattner asked for clarification about procedure for auditing minutes for prior year.

New Business

Director Ford discussed items listed on the 2012-13 Fiscal Year Goals attachment. Haas recommended further discussion about secure way to maintain a list of computer usernames/passwords. Hinrichsen recommended removing 6(c) because it was done within the past year. Hinrichsen recommended a review of goals in 6 months to allow time for Director Ford to have more time in job to make adjustments if necessary.

The Board toured the outside and inside of facilities with Ford and compiled a list of items needing maintenance and changes for improvement.

The regular meeting was adjourned at 8:15. Closed session was opened by Dee Hinrichsen at 8:16.

Meeting was adjourned at 8:15.

Ford recommended Youth Service Manager, Rhonda Johnson, receive a 3% salary raise.

Meeting was adjourned at 7:45 as so moved by Laura Haas.

Nancy Ruda

8/14/12

Corrected by Nancy Ruda 8/14/12