

September 12, 2012

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

The Board met at 6:15 for a public meeting in case any citizens had questions or concerns about the 2012-2013 budget appropriations for the Hudson area Library.

The meeting was called to order by Dee Hinrichsen at 6:34 PM. Quorum was established with the attendance of Anne Colloton, Laura Haas, Dee Hinrichsen and Nancy Rinda. Heather Plattner and David Hoeper were absent. Maria Ford, Library Director, was also present. Jill Brown visited the meeting as she is considering becoming a board member. The minutes were accepted as written, so moved by Laura Haas and seconded by Rinda.

Director Report

Ford discussed accomplished building maintenance this month-windows washed and HVAC checked. The HAPL website, updated by Ford, is complete. Cody resigned and Sally Rader was hired and starts Monday, September 17. Jenny and Linda received evaluations and 3% raises. The newsletter was sent out and Ford noted that G. Koos is presenting on October 23rd at the library on the *Corn in Illinois*.

At this month's staff meeting everyone learned how to check out books for E-readers. The Board expressed interest in this topic and Ford will consider having a public workshop on this topic.

The library's architect evaluated the outside drainage of the building. The grading of the soil around the building needs to be redone to push drainage away from the building. In addition, the divot can be repaired; there are several suggestions on the table about how to do this. Ford will look into getting estimates for the grading.

Secretary's Report

The Board decided to increase the appropriations for building maintenance for this year after talking about what needs to be accomplished. Rinda moved that the Board increase the budget appropriation for building maintenance by \$1000.00. Haas seconded this motion.

Haas moved we accept Ordinance 2012-2013-03, the appropriations budget; this was seconded by Rinda and all voted aye.

The board next discussed Ordinance 2012-2013-04, the Special Reserve Fund and how to monitor that sum and present it in the budget. Haas will continue to investigate this issue. It was discussed publishing quarterly reports on checking, savings and money market funds for the Board.

Treasurer Report

Ford determined that Johnson's and Weirman's bonus check was written in June, 2012, therefore these monies will be placed in the previous fiscal year.

No President's Report

Old Business

The board discussed online bill Payment. Ford researched local surrounding library bill payment procedures. The Board decided to have electric, gas and water online bill payments. Haas will develop the process for checks and balances.

Ford presented a newly created Public Comments Policy. Colloton moved to approve and this was seconded by Rinda. Ford presented a newly created Electronic Attendance Policy. Haas moved to accept the policy, seconded by Rinda.

In reference to previous discussion on recording of minutes, Colloton researched and determined that the minutes need to be signed as approved and dated by the recording secretary. Electronic minutes will be available on the HAPL website and Ford will send scanned approved minutes to Colloton for saving.

The library will be closed on Saturday, October 27 for a Staff Training Day. This was moved as approved by Rinda and seconded by Colloton. The meeting was adjourned at 7:50 as so moved by Haas and seconded by Rinda.

*Minutes approved
and accepted -*

Anne Colloton

10-9-2012