**Paris Public Library**

**Board of Trustees**

**November 14, 2016**

The regularly scheduled meeting of the Board of Trustees was called to order at 4:30 p.m. by President George Griffin. In attendance were Roxanne Michels, Greg McHenry, Evie Gill, Cherie Lehman, and Librarian Teresa Pennington. Absent were Trustees Susan Punzelt, Ginny English, Karen Earlywine, and Bruce Young.

**Minutes of Previous Meeting:** Approved as corrected. Motion by McHenry, second by Michels. Motion carried.

**Finance Report:** Invoice for work done by Tom’s Landscaping was higher than the original bid but more labor was involved. We are half way through our fiscal year and right on track. Motion by Michels, second by McHenry to approve report, to recognize the September & October 2016 checks and deposits. Motion carried.

**Book Committee:** No report

**House Committee:** McHenry reported that still no timeline as to when Randy Turner from Larkfield Glass will finish the light for the front entry.

We have 2 air conditioner estimates so far. Both are from Martin’s. Still waiting on a bid from Walker & White. Pauline McClain Bequest cd is coming due this month. We will not renew the cd and hope to use that money for the air conditioners when we vote on which bid to accept.

Teresa Vrzina completed the cleanup of the landscaping around the library. She will submit an estimate for the Spring cleanup when the time comes.

Splash guards that were knocked down by mowers are back in place.

**Librarian’s Report:** Stats are slightly down from last month. Motion to approve Statistical Report by McHenry, second by Lehman. Motion approved.

**Friends:** Friends will host their annual Christmas at the Library event for young children on Dec. 1.

**Old Business:** A section of the personnel policy was rewritten to address the exempt status changes required by the new Fair Labor Standards Act. Motion to approve policy by McHenry, second by Lehman.

A new Travel Expenses policy, as required by the state, was presented to be approved as a resolution. Motion by Michels, second by Gill. Motion approved.

**New Business:** A new custodian, Gerald Hall, has been hired. Chapter 6 of the Illinois public library standards was reviewed for the per capita grant.

Children’s Program: Cara Hall is doing a weekly “Mother Goose on the Loose” program for pre-school age children. Attendance has been good. A new program will start in January – 1000 Books Before Kindergarten – to encourage reading to young children.

**Next Meeting:** Next meeting is December 12.

Meeting adjourned at 5:25 pm.

Respectfully submitted,

Roxanne Michels