Windsor Storm Memorial Public Library District

November 27, 2017

5:00 PM

**Call to Order by**\_Gail Miller at 5:13 p.m.

**Roll Call**

Gail Miller\_✔\_\_\_\_, Sheila Wilson\_\_🗸\_\_\_, Kris Marsland\_AB\_\_\_, Shelly Clotfelter\_\_✔\_\_\_. Cindy McIlwain\_\_AB\_\_. Stacey Hayward\_\_✔ \_\_\_, Bonnie Moore\_\_\_AB\_\_ Stacey Stremming\_ \_✔\_\_\_

**Recognition of Visitors** none

**Approval of Minutes:**

**See attached Minutes**

**Motion:** Stacey Hayward **2nd:** Shelly Clotfelter

Motion passes by voice vote 4-0

**Approval of Bills:**

Motion: Stacey Hayward 2nd: Shelly Clotfelter

Motion passes by voice vote 4-0

**Treasurer Report**

See attached reports

Motion: Sheila Wilson 2nd: Stacey Hayward

Motion passes by voice vote 4-0

**Action or discussion items**:

Illinois Per capita requirements

**Discussion** After reviewing Standards for Illinois Public Libraries chapter 12, it was decided that the staff needed some extra training on use of Fire Extinguishers and updated CPR training. Also the Emergency plan needed to be on file with the local Police and Fire Departments. It was also decided that the exterior doors needed to be replaced with deadbolt locks.

**Action:** Stacey S. will set up education for the CPR and the fire extinguishers. Stacey S. will also make copies of the emergency report to be on file at both the fire and police departments. The doors will have to wait until next fiscal year, due to financials, to be purchased and installed.

Motion Stacey Hayward 2nd: Sheila Wilson

**Vote** Motion passes with voice vote all present in favor 4-0

2018 Schedule of meetings and times

**Discussion** It has been decided that an earlier meeting time would be easier and more attended than the current 6:30 time.

**Action** The meetings will be left on the 4th Monday of the month (except for holiday exceptions in May and December) and the meeting time will be changed to 5:00 pm.

**Motion:** Stacey Hayward 2nd: Shelly Clotfelter

**Vote:** Motion passes by voice vote 4-0

**Reports, Updates, Informational Items:**

**Librarian Report**: (attached)

**Roof Update:** the roof was completed. Stacey S. asked the company for a bid on seamless gutters that would match the roof color. A bid was submitted for $1582.00. it was decided to table until next FY as funds are short at this time, but we have an idea of cost

**Other Business:**

* Stacey S. talked to Sudy Shafer from CF&H. they hold the property insurance. CF&H will give a discount on the insurance due to the new metal roof of approximately 5%. President Gail Miller asked that Replacement cost insurance be looked into.

**Adjourn:**

**Motion: Sheila Wilson 2nd Stacey Hayward**

**Time: 5:45 pm**