

MINUTES FOR ARTHUR PUBLIC LIBRARY BOARD

April 18, 2016

Present: President Pate; Trustees Allen, Fritz, Miller, Randall, Yeakel. Director Alice Cisna.

Meeting was called to order at 5:38 for the purpose of interviewing candidates for the library assistant position.

Our first interview was with Jennifer Dodson, who is presently employed at Booth Library on the Eastern Illinois University campus. Her application letter and resume are attached.

After the interview, the board continued with the regular meeting:

Minutes approved on a motion by Allen, second by Randall.

Treasurer's reports for both February and March were approved on a motion by Randall, second by Yeakel.

Budget committee

President Pate appointed the budget committee consisting of Trustees Fritz, Miller and Randall.

Library Director's Report

- 1) Circulation figures are holding steady.
- 2) Presented two bids for two computers. One from MicroAge for a 23" monitor HP computer; cost \$2397 (for 2). The other from a site called Public Sector Sales, 23" monitor HP computer; cost \$1978 (for 2). On a motion by Fritz, second by Randall, voted to recommend Alice pursue this further, making sure the computers have 8 RAMs of memory and to spend no more than \$2100.
- 3) Summer reading will take place between June 2 and July 14? or 21? Some ideas are to do some chalk drawings on the sidewalks for one project. Another might be to have large rolls of paper spread out on the tables in the meeting room and have the kids make a large painting. The finished product could possibly be taken to the nursing home. No prizes awarded this year but a possibility of a pizza party at the end of summer reading time.
- 4) Decided to wait on carpet cleaning until after summer reading.

Bills were approved on a motion by Yeakel, second by Miller.

Committee report

Rod has talked to Roger Kauffman about cleaning the sign, ledge and limestone bench. He has some sort of wash he can use. Waiting for an estimate of cost to proceed.

Old business

- 1) Question about whether the oak tree has been fertilized. Rod Kennel may have already done that. Rod (Randall) will check to make sure.
- 2) Reception for Jill on her retirement on Thursday, April 28 from 1-3 p.m. Alice will set up and Marty will be there to help and will send a reminder. Voted to get Jill a Visa gift card for \$100 as a gift.

At this time, meeting was put on hold to interview Darcie Peck, presently employed part-time at the Arthur Public Library.

Resumed meeting with:

New business

After some discussion of the evening's interviews and reviewing other applications, it was decided on a motion by Randall with a second by Fritz, that Alice, with the recommendation of the library board, will offer the library assistant position to Jennifer Dodson with the following provisions:

Salary: \$35,000/year for a 40 hour week.

After 90 days, there will be an evaluation. If satisfactory, at that time, employee will be eligible for paid holidays and 6 personal days per year.

Eligible for one weeks vacation after a year's service; 2 weeks vacation after 3 years service; 3 weeks vacation after 7 years.

After two years employment, pension plan will be in effect.

No health insurance benefits.

There is potential for advancement in this position.

Meeting was adjourned at 8:15 p.m. on a motion by Fritz, second by Miller.

Respectfully submitted,



Martha K. Yeakel, Secretary