

## **MINUTES**

### **December 12, 2016 Board of Trustees Meeting Arcola Carnegie Public Library District**

Those present - Jeff Saunders, Mark Eadie, Robert Arrol, Debbie Nacke, Rick Edwards, Debbie Sosamon, Cheryl Switzer (Library Director), Tina Vandever (Bookkeeper).

Absent - Allen Yoder

President Saunders called the meeting to order at 6:00 p.m.

- Minutes from the the November regular monthly meeting were presented and reviewed.
- Motion was made by Arrol to accept, second by Nacke, motion carried.

#### **Financial Report**

- Financial report from the month of November was presented and reviewed.
- Motion to approve report and pay bills by Eadie, second by Sosamon, motion carried.

#### **President's Comments**

- Saunders shared that some of the pieces for one of the shelving units were not shipped with the recent order. Confirmation and rectifying of the situation is presently being addressed.

#### **Committee Reports**

- None

#### **Librarian's Report**

- Report submitted and reviewed. WEIU-TV filming for "Our Town Arcola" segment went well.

## **Old Business**

- Petitions for the library board positions - up for election - will be filed this week.

## **New Business**

- Motion was made by Eadie and seconded by Sosamon to once again place an ad in the Holiday Greetings section of the Arcola Record-Herald.
- After presenting options for brochures, Eadie moved to contract Nancy Rairden of the Arcola Record-Herald to produce a full color 4-fold brochure. The brochure would be an informational tool to draw awareness to the attributes of our Carnegie Library. Pricing for 2,500 copies would run \$335.73 plus artwork charge. Motion was seconded by Edwards and the motion carried.
- Christmas bonuses for all employees were discussed by all. A recommendation by Edwards, seconded by Eadie, was presented for approval. Recommendation carried.
- Motion to adjourn at 6:30 p.m. by Edwards, second from Eadie, motion carried.

A handwritten signature in black ink, appearing to be 'Mark Eadie', written on a light blue background.

Mark Eadie, secretary