

## **MINUTES**

### **February 13, 2017 Board of Trustees Meeting Arcola Carnegie Public Library District**

Those present - Jeff Saunders, Mark Eadie, Allen Yoder, Robert Arrol, Debbie Sosamon, Tina Vandever (Bookkeeper).

Absent - Debbie Nacke, Rick Edwards, Cheryl Switzer (Library Director)

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

- Minutes from the the January regular monthly meeting were presented and reviewed.
- Motion was made by Yoder to accept, second by Sosamon, motion carried.

#### **Financial Report**

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

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

- None

#### **Committee Reports**

- None

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

- Reviewed and received.

#### **Old Business**

- We are still awaiting shipment of the pieces for the shelving unit that were not shipped with the recent order.

#### **New Business**

- Eadie shared progress on the publicity brochure. Most elements are now collected and are in process on being crafted into a document.

- Eadie also presented a mission statement for the library board and made the motion to adopt. Sosamon made the motion that the submitted mission statement be adopted, seconded by Yoder, the motion carried.
- Motion was also made by Eadie to establish a standing order for the “Torch” (annual Arcola High School yearbook) to assure that a complete collection might be maintained. A letter, to that effect, placing an order for two (2) yearbooks annually will be submitted to the school to document the order. Arrol seconded and the motion passed.
- Kim Buckley share some security issues with the board concerning employee safety. This is a matter that we will continue to address as to the proper solution of assuring an adequately secure work environment.
- Kim also provided an update on Director Switzer’s surgery and rehab.
- Motion to adjourn at 6:35 p.m. by Yoder, second from Eadie, motion carried.

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

Mark Eadie, secretary