

Columbia Public Library
Board Of Trustees Meeting
February 8, 2022

The February meeting of the Columbia Public Library was called to order by President Dan Brutton at 7:00. Those in attendance included Annette Bland, Dan Brutton, Diane Stechmesser, David Jackson, Kathleen Endraske, Shane Watson, and Chris Trowbridge.

1. **Approval of Minutes:** Kathleen Endraske made a motion to approve minutes. David Jackson seconded. Motion passed.
2. **Public Comment:** No requests were made to address the Board.
3. **Treasurer's Report:** Library Director Annette Bland reviewed the report with Board. Expenses overall are below budget. Some upcoming expenses were discussed. Diane Stechmesser made motion to approve report. Kathleen Endraske seconded. Motion passed.
4. **Approval of Current Bills:** David Jackson made motion to approve payment of \$5,891.71. Shane Watson seconded. Motion passed.
5. **New Business:**
 - AWE Learning Stations: Computers have been installed in Children's Room and have frequent use.
 - Library Signage: LGI Signs indicated installation of signs on North and South sides of building will take place the week of February 21st.
 - Children's Room Lighting: Lighting has been selected and order is in process.
 - Elevator: Inspection of elevator will take place in March. Kone Elevator has said necessary repairs will be completed by then.
 - Kindles: The Library will soon have Kindles available for circulation.
 - Evaluations: Staff evaluations are currently taking place.
 - Illinois State Treasurer: The Library received a check for \$959.69 for unclaimed property.
 - Per Capita Grant: Due date has been extended to February 15th.
 - Minimum Wage Increase: As the minimum wage has been increased, some staff members will be receiving pay increase. The Board discussed raising pay/bonus for longer employed staff members.
 - FOIA Training: Annette Bland, Dan Brutton and Diane Stechmesser are the FOIA designated officers and annual training is required at this time.
 - OMA Training: Training is required for all elected or appointed Board members once during each term of office.
 - Sexual Harassment Training: Board Members and all employees are required to take this training.
 - Board Members Terms: Diane Stechmesser, David Jackson and Barry Krizan will reach the end of their 3-year term in April. These members should voice their decision to continue serving in March.
 - ILA Legislative Meet Up: This will be a Zoom event and is an opportunity to meet legislators and hear their thoughts firsthand about current issues regarding libraries.
 - PLA Conference: This is being held in Portland, OR in March 22-25, 2022, in person or virtual.

Mission, Vision and Roles: The Board reviewed the current Library's Mission policy and suggested a more concise statement. A Vision statement was also discussed as a good addition to the policies. The section on Roles was thought to be omitted in the revised policies. All of these areas will continue to be discussed at the next meeting.

STATS: January items circulated 6041, New Items 261, New Records 50, New Patrons 23, E Content 1159

6. **Adjournment:** Diane Stechmesser made motion to adjourn meeting. Chris Trowbridge seconded. Motion passed. Meeting adjourned at 7:50. The next meeting is Tuesday March 8, 2022.

Diane Stechmesser
Secretary