**Ella Johnson Memorial Public Library District**

**109 S. State Street, Hampshire, IL 60140**

**Minutes of the January 28, 2019 Regular Meeting of the Board of Trustees**

Board President Barbara Brust called the regular meeting of the Board of Trustees of the Ella Johnson Memorial Public Library District to order at 7:00 p.m. Present were Barbara Brust, Linda Wallace, Heather Swanson, Judy Pokorny, and Ryan Schaefer. Trustees Pat Dumoulin and Linda Drendel were absent. Also present was Library Director Nancy Ashbrook.

**Changes/Corrections to the Agenda:** Item IV. Approval of Minutes-Regular Meeting- December 17, 2018.

**Questions/Comments-Public/Media:** None

**Approval of Minutes:**

1. Motion Pokorny, sec. Wallace to approve the regular meeting minutes of December 17, 2018 with corrections. Voice vote to approve the motion; ayes carry the motion.

**Treasurer’s Report:**

1. Motion Wallace, sec. Schaefer to approve for payment the January 2019 bills, in the amount of $40,602.60. Brust-Y; Schaefer –Y; Drendel-Absent; Pokorny -Y; Dumoulin- Absent; Swanson-Y; and Wallace- Y. Motion passed.
2. Reviewed the financial report.

**Director’s Report:** The library received 4 donations this month including $50 from Nora Hahn; $825 from Dumoulin Farms, $100 from Heartland Bank, and $50 from Diane Aitken. The sewer line issues have been resolved and the bathrooms are back in working order. Director Ashbrook requested 2 signed checks, not to exceed $300 to be used for incidental or unexpected expenses. The board agreed to the request. The Prairie CAT Administrative Council summary as well as December and January minutes from Ella’s Friends were shared with the board.

**President’s Report:**  None

**Unfinished Business:**

1. Board consensus for approval of Administrative Closings and Emergency Closings to go into the employee manual.
2. Board consensus for approval of Group Life insurance for employees who work more than 25 hours.
3. Executive Session Minutes Review postponed to February meeting.

**New Business:**

1. Board consensus to approve continued service contract with Tighe, Kress & Orr for 2019, 2020, and 2021.
2. First reading of new policy- Alcohol in the library
3. First reading of new policy- Library use

**Executive Session**: Motion Schaefer, sec. Swanson to enter executive session for the purpose of 5 ILCS 120/2(c)(5) – Purchase or lease of real property for the use of the public body. Pokorny-Y; Dumoulin-Absent; Swanson-Y; Wallace-Y; Schaefer-Y; Brust-Y; and Drendel-Absent. The board entered into Executive Session at 7:19 p.m.   
Trustee Linda Wallace left the meeting before the end of the Executive Session at 7:47 p.m.

The board returned from Executive Session at 7:51 p.m.

**Action in Respect to Executive Session**: None

**Discussion**: The board and Director Ashbrook discussed possible library closings this week due to extremely cold temperatures in the forecast. It was decided the library will close early on Tuesday and be closed on Wednesday and Thursday this week.

**Adjournment:** Board President Barbara Brust adjourned the meeting at 7:53 p.m.

Respectfully submitted,

Marisa Struyk, Recording Secretary