

ARTHUR PUBLIC LIBRARY BOARD MEETING

November 25, 2019

Present: President Pate, Allen, Mammoser, Singer, Yeakel, Yoder; Director Pruitt. Absent: Fritz

Meeting was called to order by at 6:32 p.m.

Minutes were approved on a motion by Allen, second by Mammoser.

Treasurer's report approved on a motion by Mammoser, second by Yeakel.

Director's report - Kelsey Pruitt

1) Policy updates

a) Employee reimbursement. Illinois Wage Payment Collection Act requires employers reimburse employees for all necessary expenses such as mileage, travel expenses, cell phone usage which has become an issue regarding how much the library director uses his/her personal cell phone for library use outside of working hours. Discussed a percentage of bill or just a set amount. Decided on a set amount of \$20 per month for director, \$10 per month for assistant director to be reviewed annually. Would be required to turn in reimbursement request each month. Kelsey will run this by Ken Crossman, our lawyer and we will vote on it next month.

b) Sexual harassment. Illinois Workforce Transparency Act requires annual training for all employees. Most likely will involve watching a video after which the employee would receive certification that training has been completed. Again, talk to Ken about wording of policy. Take a look at our current policies.

c) Drug-free work place. See handouts. Yellow highlights are updates to current policy. Mostly common sense. Proposed addition to current policy: " Smoking or inhaling any tobacco or other smoking product, by any method, including, but not limited to, cigarettes, cigars, pipes or e-cigarettes is prohibited in the library building and outdoor spaces within 15 feet of any entrance." Drug and alcohol changes were approved on a motion by Yoder, second by Allen.

2) Set December 2019 holiday schedule. This is something to be evaluated annually as the calendar is set for the year and depending on what day(s) Christmas and New Year's Day fall on.

3) Bills. Discussed the cost of newspaper subscriptions going up. Question as to whether there might be free digital subscriptions for libraries? Will check into that. Director feels it is important to keep the print editions. Definitely have patrons who depend on it. A motion by Mammoser, second by Singer approved the bills.

Committee report

Bid of \$600 for a wooden bench made by Charlie Oye to be placed in lobby with a plaque recognizing Alice Cisna and her years of service. All thought this sounded like a good idea.

Old business

1) Discussed once again how we might use memorial money given in Bill Dillon's memory. Possibly put money toward technology/computers? Landscaping?

2) Looked at items from John E. Timm -watch, ring, pin. They were appraised at \$1370 in the 1970s. Probably should have them appraised and added to library's insurance policy. Need to put items on display either in a shadow box or possibly in display case with some pictures and information about Timm.

New business

Have received \$750 in memorial money for Kent (since have added another \$100). Plan is to print some of the historical photos of Arthur and have them framed and identified and make this display in memory of Kent who loved Arthur and its history. Discussed phasing out old artwork and how we might dispose of it either by auction or donating it to someplace or somebody?

Meeting was adjourned at 7:50 p.m. on a motion by Mammoser, second by Yoder.

Respectfully submitted,

Martha K. Yeakel, Secretary