

The November 6, 2013 meeting of the Atlanta Public Library District was called to order at 7:00 PM by President Randy Brooks. Other trustees present were Anne Hieronymus, Cheryl Renfrow, Bill Thomas, Heather Rogers, Karen Horn and Steve Dreyer. Also present were Carol Begolka, Librarian and Rachel Neisler, Program Director.

After review of the October minutes, a motion was made and seconded to accept the minutes as written. The motion carried.

The Treasurer's report was given by Bill Thomas with an ending balance for October of \$46,682.16. A \$12,524.43 tax payment has been received. Bill also reported receiving a \$500 check from Richard Schmidt to be used for library activities. Another tax payment is expected. Palms Grill November rent has been received. Carol Begolka reported the \$500 State Farm grant for our library volunteer should arrive soon. A motion was made and seconded to accept the treasurer's report. The motion carried. A copy is included.

The Librarian's report was given by Carol Begolka. She reported 34 overdue books have been returned during the past month as a result of calls to patrons. The per-capita grant has been sent to the State Library. 320 books were entered during October and all books should be entered by the end of December. Carol reported the elevator gate will not stay closed. Steve will check to see if the switch needs to be replaced. Carol will check on our grant request to State Farm for six laptops to see where we are on the list. A copy of report is included.

Rachel Neisler gave a report for Cathy Maciariello. The programs are going well. The Golden Age program by Dr. Keith & Lisa Wichterian was well received by 19 in attendance. The November 12th Golden Age group will be making Christmas ornaments and the December 17th Golden Age program will be Dr. Jim Sunday on eye care. The November art and reading night was attended by 9 children. On December 2nd the Christmas tree will be decorated by children and adults. The October Behind the Scenes program had only 13 in attendance. The Behind the Scenes program for November 22nd will be Dudley Cocke. Eureka Saturdays has been suspended due to low attendance

and may be continued after the Children's Room is completed. World Views book group is going well. The homework lab and Eureka program at Olympia South are going well. Cool Ceramics is planned for November 14th. It was noted that a local individual will be completing their community service hours at the library.

Rachel Neisler reported the museum has added about 40 items including Atlanta Fair books from 1922 and 1928 along with Korean War medals donated by the family of Dale Smalley. Rachel plans to meet with 9-10 students at Olympia South to discuss the purple martin project. She reported the school collection has been reorganized and the Fields cabinet has been cleaned out and is ready to be refinished. Karen Horn suggested to Rachel the Masonic Lodge should have an exhibit since it is the oldest organization in Atlanta. Karen will provide Rachel an address for a letter to be sent. The museum report and museum visitors report is included.

The following items were discussed under Old Business:

Heather Rogers reported for the Technology Committee. She reported the library is fully functional and they still need to take care of the museum. This will be discussed at the next Technology meeting. Since Frontier is no longer required for internet service, Carol is to call Frontier to get this service turned off. She can contact Peggy at Bill Thomas' office to find out who to contact.

Karen Horn reported for the Marketing Committee. Letters are being sent to community organizations regarding the Library website. They can complete an informational form along with activity (events) form so this can be posted on our website. Heather will send Karen information regarding our kid friendly laptops for a news article.

Cheryl Renfrow had nothing to report for the Rules & Regulations and Senior Programming.

Bill Thomas reported for the Strategic Planning Committee. A meeting was held on October 22nd. Cathy and Rachel have worked through all the policies and procedures which were on the list with the help of Carol.

Steve Dreyer reported for the Environmental Committee. Regarding the basement renovation, Kevin Combs is unable to work for a while. Carpet has been selected, counter top ordered and the stove and refrigerator are here. Randy will call Jeff Hawkins about running the gas. The lump at the front door has been removed.

Bill Thomas reported he has talked with Rodney Alberts at the bank regarding borrowing \$80,000 and up to \$100,000 if needed. After some discussion a motion was made and seconded to take out a construction loan for up to \$100,000 from the Atlanta National Bank. The motion carried.

Bill also reported meeting with Calhoun Metal Works and an Illinois State University artist for estimates on the capstones for the roof. A bid from Justin Orwig has been accepted for refinishing the doors, woodwork, stair case and the Fields Cabinet. Rick Schneider will be doing the work on the fireplace. Rachel Neisler reported locating a ceiling fan from the library which can be used in one of the rooms.

Monday morning construction meetings are held at 6:30 am for anyone interested in attending.

Anne Hieronymus reported the Youth Committee will be meeting on Monday. One of the items of discussion will be programs for middle school girls not involved in sports.

Randy suggested each committee should be doing five year long range planning expressing our dreams for the library.

Regarding the Palms Grill, Rhonda was done on October 25th. Peggy and Tom Payne took over on an interim basis November 4th. The lease will be put

out for bids to seek a new manager. It was suggested our January 8th meeting be held at the Palms Grill.

The following items were discussed under New Business:

Regarding the Public Computer Policy, the Technology Committee will review the current policy at their next meeting and make a recommendation for an updated policy at our January board meeting.

Regarding employee Christmas gifts, it was moved and seconded to give certificates from the Atlanta Country Market according to our budget. The motion carried.

A thank you card was read from the Holley Randolph family for flowers sent on behalf of the library board.

There being no further business to come before the board, a motion was made and seconded to adjourn the meeting. The motion carried and the meeting was adjourned at 8:20 PM.

Respectfully submitted,

Karen Horn
Secretary

The January 8, 2014 meeting of the Atlanta Public Library District was called to order at 7:05 PM by President Randy Brooks. Other trustees present were Heather Rogers, Anne Hieronymus, Cheryl Renfrow, Karen Horn, Bill Thomas and Steve Dreyer. Also present were Carol Begolka, Librarian, Cathy Maciariello and Rachel Neisler, Program Directors and Annette Chapman, guest.

Annette Chapman spoke to the board about the Eddie Eagle Program which is a gun safety program for children. She would like to teach a class at the library for Pre-K to 1st grade and Grades 2-3. The cost would be about \$50 per class. It was suggested a class for adults could be offered the same time as the class for children. Cathy and Rachel will contact Annette later to determine a time to offer the classes, preferably before school is out.

After review of the November board minutes, a motion was made and seconded to accept the minutes as written. The motion carried.

The Treasurer's report was given by Bill Thomas. The balance as of the end of December was \$40,788. A copy of the November report is included. The December report was not available. The final tax payment was received in the amount of \$14,795.29. There was discussion regarding borrowing an additional \$25,000. The tax referendum will give us approximately \$53,000 additional funds per year. A motion was made and seconded to allow Bill Thomas to go to the bank to increase the limit of our construction loan to \$125,000 if needed. The motion carried. Bill reported the library will be sending out 1099 forms to various contractors. It was also reported the Palms Grill rent is paid up to date. A motion was made and seconded to accept the treasurer's report. The motion carried. There are no outstanding bills.

The Librarian's report was given by Carol Begolka. Regarding cancelling our Frontier internet service, Carol failed to take care of this. She will contact them right away. Carol reported Eric Sanders is no longer volunteering at the library after nearly 14 years. The number of overdue books has been reduced due to Ruth Ann's work. A copy of the report is included.

Regarding the Museum report, Rachel Neisler reported nothing to report since Museum is closed.

Regarding Library programs, Cathy Maciariello reported the January 10th Behind the Scenes has been postponed and January 14th Golden Age and January 16th Reading and Art night have been cancelled. The new Spirit Guides program runs from February 1st to April 5th. Cathy also reported receiving a \$500 donation for the library to use for software for the children's library. This donation was received from Keith and Lisa Wichterman.

Randy will get a new lock and new keys for the basement door.

Regarding Museum Programs, Rachel presented a school kit for 3rd – 5th graders at Olympia South to help teach writing & inference skills through photos from the museum collection. She will be meeting with the teachers in February regarding this program. There are two computers set up for use in the museum. Bill reported the dinner programs are going well.

The following items were discussed under Old Business:

There was no report from the Strategic Planning committee.

Regarding Environmental Committee, Steve Dreyer reported the library is a mess right now. The entryway is looking good. The book cases are done. Todd will be working on the ceiling in the fireplace room. Steve also reported there is now a dumpster in place.

Regarding Technology Committee, Heather Rogers reported two computers have been moved to the museum. We will need CPUs for the library. We have monitors and keyboards. The cost would be about \$600 at Best Buy. Heather mentioned purchasing personalized zip drives for patrons. This will be discussed later. The date for the 5K run will be Saturday, May 24th. A motion was made and seconded for Heather to be allotted up to \$600 to purchase two CPUs for the library. The motion carried.

Regarding Marketing Committee, Karen Horn reported letters have been mailed out to many Atlanta organizations to encourage them to submit information for

the library's website for the community calendar. We have heard from one organization. Karen will also send information to the churches in Atlanta.

Regarding Children's Programming Committee, Anne Hieronymus reported a bowling tournament is planned for March 15th at Redwing Bowl. She may try to include children this year.

Regarding Rules and Regulations & Senior Programming Committee, Cheryl Renfrow reported the Disaster Plan is on hold until work is done at the library.

Thank you notes have been received from library personnel for Christmas gifts and were passed around to trustees.

The following items were discussed under New Business:

Regarding change of meeting place for February 5th, it was decided to meet at the Palms Grill at 6:00 PM for dinner and meet at 7:00 PM in the museum for board meeting.

Regarding closing Library to public for a length of time, after some discussion it was decided to close the library until the end of February due to construction and renovation. Cathy will put a notice in the Olympia Review.

Carol Begolka was given the okay to take her laptop home while renovations are being done.

There being no further business to come before the board, a motion was made and seconded to adjourn the meeting. The motion carried and the meeting was adjourned at 8:15 PM.

Respectfully submitted,

Karen Horn, Secretary