

**CLIFTON PUBLIC LIBRARY BOARD MEETING
PROPOSED AGENDA FOR 9/13/2017
7:00PM**

- 1. WELCOME**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES**
- 4. TREASURER'S REPORT**
- 5. BILLS AND INVOICES**
- 6. COMMUNICATIONS – Illinois Heartland Library System**
- 7. UNFINISHED BUSINESS**
 - A. Village Board Meeting**
 - B. Freedom of Information Act & Open Meetings Act Training**
 - C. CPL Policy Manual 2005**
 - 1) Section V Technical Services**
 - 2) Section VI Personnel Policy**
- 8. NEW BUSINESS**
 - A. Library Report - Lori Lamping**

ADJOURNMENT

- B. Next Tentative Meeting Date October 11, 2017**

CLIFTON PUBLIC LIBRARY BOARD MEETING

8/09/2017

1. Welcome

2. ROLL CALL:

Board Members: Jill Rieken, Nicole Brough, Julie Kolosky and Vicky Shell were present at the 6/14/2017 Clifton Library Board meeting.

3. SECRETARY'S REPORT:

Reviewing the Minutes for June 2017 meeting was done. Motion to approve by Nicole , seconded by Julie. Minutes approved.

4. TREASURER'S REPORT:

The checkbook balance as of 6/30/2017 was \$3119.52. The savings account balance as of 6/30/2017 is \$45,095.60. The CD amount 6/30/2017 is \$13,289.91

Checking account 7/31/2017 is \$402.73, Savings \$57,846.00 CD 7/31/2017 \$13,289.91. Cash drawer has \$50.00. Nicole moved to accept the Treasurer's Report. Julie seconded. Approved

First county real estate distribution for 2016 received for 7/14/2017 is \$12,748.17

5. BILLS AND INVOICES:

-Amazon.com, Boys Life magazine/1 year and Amazon.com, Reader's digest/ 2 years, \$15 each

-Junior Library Guild, to renew (\$304.50 includes \$100 in free books), 2 shipped per month.

-Magazine racks were presented for consideration of purchasing, 36-pocket rack from Library report, vendor to be determined. for ~\$102.21 was decided to purchase.

-reimburse for Summer Reading Party \$30.00 (Dea), \$4.26(Dea) and \$116.22 (Vicky).

Approved to pay, Julie, seconded by Jill, approved.

Add these additional bills:

-IHLS bill for \$129.10 (my mediamall subscription 7/1/2107 to 6/30/2018)

-IHLS bill for fiscal year 2018 \$368.33 (cloud subscription, 7/1/2017 to 6/30/2018)

-IHLS bill for fiscal year 2018, shared bibliographic services (barcoding) \$100.00

-IHLS bill for fiscal 2018, shared membership fee \$1200.00

Moved to approved by Jill, seconded by Nicole, approved

6. Communications:

-Communications from IL Heartland Library System. Lori would like to look into online training for Directors. Vicky sent by email.

7. Unfinished Business:

-Village Board Meeting: Lighting and Furnace were discussed with Andy. He is working on improving the furnace and lighting and completion of the tuck-pointing.

8. Library Report:

-Submitted the IPLAR report, and submitted the SHARE agreement. A few small changes, (ie: to pull the library books to the front of the shelves.

-FOIA and OMA officer will be Lori, she requested assistance.

9. New Business:

-Policy manual to be reviewed, section 5 and 6.

10. Adjournment:

Meeting adjourned at 7:56pm. Jill moved to adjourn, Julie seconded. The next meeting is September 13, 2017 at 7pm.

Respectfully submitted, Jill Rieken, Secretary

Illinois Heartland Library System

August 24, 2017



IHLS Offices Closed Monday, September 4, 2017

All IHLS offices will be closed in observance of Labor Day on **Monday, September 4, 2017**.
Delivery service will not be provided. See our [Office Hours](#) page for a listing of IHLS Holidays.

IHLS Staff Changes

The SHARE Director, Chris Dawdy, is retiring. Her last day in the office will be September 1 but she will be working on a limited basis as a Grants Specialist.

One of the SHARE Circulation & Resource Sharing Specialists, Lesley Zavediuk, will be leaving her position. Her last day in the office will be Friday, August 25, but starting in September she will be available via email a few days a week.

We will miss seeing both of them in the office but we are happy that they will still be available.

Quarterly Item Counts

The Illinois State Library has asked for our continued cooperation in quarterly item counts. If your library is not a SHARE member, please manually count your items for the week, fill out a quarterly count sheet, and submit it to your hub at the end of that week. You can find a copy of the count sheet on the [IHLS Delivery page](#). SHARE members: your statistics will be pulled from Polaris which means you do not need to manually count.

The count dates are as follow:

- September 10 – 16, 2017
- November 12 – 18, 2017
- February 18 – 24, 2018
- May 13 – 19, 2018

Vendor Discount Page Updated

The Demco discount has been updated on the [Vendor Discount page](#) on the IHLS website.



Libraries Play Pivotal Role in the Solar Eclipse

Congratulations to all the libraries who provided such awesome community service during the eclipse...from providing glasses, to programming, to handing out bottles of water. You are all great examples of what a library can mean to a community.



Member Spotlight –100th Anniversary Open House

The Board of Library Trustees and the staff of the [Pinckneyville Public Library](#) cordially invite you to attend their 100th Anniversary Open House on **August 25, 2017** from 1:00 – 3:00 p.m.

Grants, Awards & Scholarships

A list of [available grants](#) are posted on the IHLS website. Here you will find information on grants suitable for libraries that you might be interested in applying for. There are also several 'Ongoing' grants on the bottom of the list.

Expiring Soon:

- [Lowe's Community Partners Grants](#) – Deadline: August 25, 2017
- [Libraries Ready to Code](#) (ALA) – Deadline: August 31, 2017
- [Community Foundation for the Land of Lincoln](#) – Deadline: September 1, 2017
- [Media Literacy @ Your Library](#) (ALA) – Deadline: **September 11, 2017**
- [Illinois Humanities Vision Grants](#) – Deadline: **September 15, 2017**
- [Illinois Humanities Action Grants](#) – Deadline: **September 15, 2017**
- [Illinois Humanities Multiplier Grants](#) – Deadline: **September 15, 2017**
- [Lowe's Toolbox for Education Grants](#) – Deadline: **September 29, 2017**
- [Illinois Humanities Illinois Speaks Micro-Grants](#) – Deadline: **October 15, 2017**
- [Vernon Library Supplies Grants: English Literacy for New Immigrants](#) – Deadline: October 31, 2017

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In the News

- [New ideas in Congress for supporting libraries](#)
- [Carlinville Library celebrates anniversary display of 90 years of bestsellers](#)
- [Library has unique list of offerings](#) (Effingham Public Library)

Upcoming Events in Library Learning

Register in L2: www.librarylearning.info

Friday, August 25, 2017

- Book Cataloging, Marion Carnegie

Tuesday, August 29, 2017

- Barcoding I—Searching and Matching, IHLS Edwardsville
- Barcoding II—Item Records, IHLS Edwardsville

Wednesday, August 30, 2017

- Barcoding I—Searching and Matching, Effingham PL
- Adult Services Forum, Vespasian Warner PLD
- Barcoding II—Item Records, Effingham PL

Wednesday, September 6, 2017

- IHLS Member Library Directors' Chat, Adobe Connect

Thursday, September 7, 2017

- Barcoding I—Searching and Matching, IHLS Carbondale
- Barcoding I—Searching and Matching, Decatur PL
- Barcoding II—Item Records, IHLS Carbondale
- Barcoding II—Item Records, Decatur PL

Friday, September 8, 2017

- Free Form Free For All, Chatham Area PLD

Tuesday, September 12, 2017

- SHARE Catalogers Training Session, Adobe Connect

Wednesday, September 13, 2017

- SHARE Reports (includes SimplyReports), Mt. Zion DL
- Library Security, GoToWebinar

Free Webinars & Workshops

- [Opioid Crisis Town Hall: Library Needs and Responses](#) (WJ) – September 12, 2017
- [Introduction to Library Security](#) (RAILS) – September 13 & 20, 2017
- [The Name of the Game: Playing Tabletop Games to Build 21st Century Skills](#) (WJ) – September 26, 2017
- [Bilingual Storytimes: Reaching Through the Language Barrier](#) (WJ) – October 12, 2017

This September marks the 30th anniversary of [Library Card Sign-up Month](#). ALA has several free resources to promote the value of a library card. [More Information](#)

August 17, 2017

Hello Everyone,

As you may be aware, an estimated 45,000+ people will be coming to Carbondale to view the Solar Eclipse. The IHLS Carbondale Hub will still be able to run routes on Friday, August 18, but please be patient for your libraries respective deliveries, as we will work to put out our best effort as usual. Due to traffic issues and safety concerns on the day of the Eclipse, the IHLS Carbondale Hub will not be able to run on Monday, August 21 and we will resume normal deliveries on Tuesday, August 22.

Thank you,
Arianna Fries

August 7, 2017

IHLS Staff Day

Committed, dedicated, and hard-working IHLS staff members from all three locations came together in Carlyle on July 20 for a staff training day.

In addition to a review of training and policies on sexual harassment and safety, Laura Huth, do good Consulting, presented an energetic and insightful program on advocating for IHLS and member libraries.

[More photos](#) were posted on the IHLS Facebook page.

School Delivery Starts Week of August 21st

Illinois Heartland Library System

School delivery will begin the week of August 22st. Schools may request an earlier or later start date for delivery by contacting their [hub manager](#).

IHLS Board Meeting – August 22, 2017

The next IHLS Board meeting is Tuesday, August 22, 2017, at 5:00 p.m. at the IHLS Edwardsville office. The Board meeting will also be available at several videoconferencing (VTEL) sites. When available, you will find the agenda and board packet [here](#).

Member Spotlights:



Diana Brawley Sussman

Congratulations to Diana Brawley Sussman, Director of the Carbondale Public Library. Diana is the 2017 recipient of the Illinois Library Association Librarian of the Year Award. The award recognizes a librarian's distinguished service and leadership in Illinois libraries. Secretary of State and State Librarian Jesse White said, "Her previous involvement in the Illinois State Library's continuing education programs and her contributions to the library community have made her a leader in transforming library services and an excellent candidate for this award."

Before her time at the Carbondale Public Library, Diana worked at the former Shawnee Library System as director of the Southern Illinois Talking Book Center.



Allen Lanham Retirement

Congratulations to Dr. Allen Lanham, dean of library services at Eastern Illinois University. He retired on June 30 after almost 26 years of service. Lanham began his duties on Aug. 12, 1991, and during his tenure at Eastern, he encouraged a wide range of library programming in the arts and humanities and has been the principal investigator for Art and Architecture in Illinois Libraries since 2006. He has consulted for libraries in Central and South America and Africa.

He led the extensive renovation and expansion of Booth Library from 1999 through 2002, resulting in a building that celebrates its historic architecture while providing the space and technological capability to meet future library needs.

Lanham was named an Illinois Library Association Luminary in 2016 and Illinois Academic Librarian of the Year in 2008. His work in library innovation and programming led to Booth Library being named a finalist for the National Medal for Museum and Library Service and winner of the DEMCO Library Innovation Award, both in 2014.



Architectural Walking Tour

For the past six years, [Effingham Public Library](#) has partnered with the Effingham Tourism Department to provide in-person summer walking tours of the downtown sculptures and their artists to encourage and promote the cultural literacy in Effingham. When "Reading by Design" was announced as the 2017 SRP theme, the Library decided to build on the success of these walking tours by working with local businesses, churches and historians to create an Architectural Walking Tour for Downtown Effingham. Two in-person tours have been offered this summer and through a further partnership with the Effingham High School's History Club – students have recorded a cell phone tour that will be available until

September 4. 16 patrons attended the guided walking tours and 54 have listened to the cell phone audio tour this summer. This project has been so well received that the Effingham Library has been invited to share how they created this with a

downstate-wide City Administrations conference in August to encourage other communities to start their own Architectural Walks.

Here is the [Architectural Walking Tour Brochure](#) and an article on the event: <http://www.ffmpegradio.com/events/97687>

Grants, Awards & Scholarships

A list of [available grants](#) are posted on the IHLS website. Here you will find information on grants suitable for libraries that you might be interested in applying for. There are also several 'Ongoing' grants on the bottom of the list.

In the News

[The road to watching this summer's solar eclipse starts in the library?](#)

[Seven answers to seven weeding questions](#)

[Rochester craft group making items to help others](#)

[Carbondale Public Library director named state's Librarian of the Year](#)

[Carbondale librarian top in state](#) (video)

[How reading can benefit your health](#)

[Lincoln Library to eliminate fines on juvenile materials](#) (video)

[Bryan-Bennett Library receives handcrafted table from wood salvaged from Illinois National Guard Armory](#)

[Christopher's summer reading program a hit](#)

Friends in Rural Places: Creating Dementia Friendly Libraries: Training for Small and Rural Library Staff

August 18, 8:30 a.m., Effingham Public Library Computer Lab

Join Amy Sobrino, MSW, LSW and Shannon Nosbisch, founders of Effingham Area Alzheimer's Awareness as they deliver Friends in Rural Places: Creating Dementia Friendly Libraries, a training specific for small and rural library staff to learn how to implement dementia friendly principles in their local libraries. Amy & Shannon will help attendees establish a working knowledge of identifying

Illinois Heartland Library System

dementia symptoms, offer ideas on how to best support patrons living with the disease, and how to make changes to the library environment and services to meet the needs of families dealing with dementia. Spots are limited, and attendees must RSVP. A \$10 donation is requested to cover cost of light breakfast and materials. Attendees will receive information and articles prior to the training. Please call Amy Sobrino at [618-363-8372](tel:618-363-8372) or email at aaaa.amy@gmail.com with any questions. To register call: [217-342-2464](tel:217-342-2464).

Upcoming Events in Library Learning

Register in L2: www.librarylearning.info

Tuesday, August 8, 2017

- SHARE Catalogers Training Session, Adobe Connect
- Polaris Basic Circulation Training, IHLS Carbondale
- Polaris Advanced Circulation Training, IHLS Carbondale

Wednesday, August 9, 2017

- RDA for Sound and Video, Effingham PL

Thursday, August 10, 2017

- Dewey Decimal Classification, IHLS Edwardsville

Friday, August 11, 2017

- SHARE Serials for Polaris, Scott Air Force Base Library

Wednesday, August 16, 2017

- Barcoding I—Searching and Matching, Marion Carnegie
- GALE GVRL Introduction for IHLS
- Barcoding II—Item Records, Marion Carnegie

Thursday, August 17, 2017

- GALE GVRL Introduction for IHLS

Tuesday, August 22, 2017

- Medium Pubs Meeting, Argenta PL
- SHARE Circulation Forum, Vespasian Warner PLD
- IHLS Board Meeting

Wednesday, August 23, 2017

- Cataloging in Connexion Workday, Olney PL
- Annual Rotating Love Collection Group Meeting

Thursday, August 24, 2017

- Barcoding I—Searching and Matching, IHLS Champaign
- MEPL – Metro-East Public Library Management Meeting, Jerseyville PL
- Barcoding II—Item Records, IHLS Champaign

Free Webinars & Workshops

- [Free August Webinars for Library Staff](#) (70 webinars)
- [Virtual Conference: 2017 SLJ Teen Live](#) – August 8, 2017
- [Fall YA Announcements](#) (Booklist) – August 8, 2017
- [Online Storytelling: Big Impact, Small Budget](#) (GuideStar) – August 8, 2017
- [Building Curriculum with Colleagues: Where the Library and Classroom Learning Connect](#) (edWeb.net) – August 16, 2017
- [More Than #MotivationMonday: Motivating Your Team Any Day of the Week](#) (WJ) – August 17, 2017
- [How to Get Tech Donations: A Special TechSoup Tour](#) (TechSoup) – August 17, 2017
- [Good Reads for Reluctant Readers](#) (Booklist) – August 22, 2017
- [Once upon a Time, Storytelling was Learning](#) (Insync) – August 22, 2017
- [Challenged-Based Learning in the School Library Makerspace](#) (edWeb.net) – August 23, 2017
- [IFLA's Global Vision: An Interactive Discussion](#) (WJ) – August 24, 2017

Upcoming Events & Deadlines

- August 29–31, 2017 – [Think Outside the Barn](#)
- September 6-9, 2017 – [ARSL Conference](#)
- October 8-14, 2017 – [Teen Read Week](#)
- October 10-12, 2017 – [ILA Annual Conference](#)
- October 19-21, 2017 – [ISLMA Conference](#)
- October 23-25, 2017 – [Internet Librarian Conference](#)
- November 9-11, 2017 – [AASL National Conference](#), Phoenix, Ariz.



IHLS - Board of Directors Meeting

August 22, 2017

Edwardsville Office

6725 Goshen Road, Edwardsville, IL 62025

Phone: 618-656-3216

5:00 P.M.

You may also attend the meeting via videoconference at the following locations:

Carbondale Office: 1740 Innovation Drive, Carbondale, IL 62903, 618-985-3711

Champaign Office: 1704 West Interstate Drive, Champaign, IL 61822, 217-352-0047

Decatur Public Library: 130 North Franklin Street, Decatur, IL 62523, 217-424-2900

Effingham Public Library: 200 North Third Street, Effingham, IL 62401, 217-342-2464

Illinois State Library: Gwendolyn Brooks Building, 300 South Second Street, Springfield, IL 62701, 217-785-5600

Southeastern Illinois College: Melba Patton Library, 3575 College Road, Harrisburg, IL 62946, 618-252-5400

Sandy West, President

Geoffrey Bant, Vice-President

Tiffany Droege, Secretary

Sara Zumwalt, Treasurer

Mary Beil

Stacey Carter

Gary Denué

Tina Hubert

Gary Jones

Beverly Obert

Deborah Owen

Susan Pennington

John Phillips

Mary Smith

Charlene Topel

AGENDA

- | | | |
|---------|--------|--|
| 5:00 PM | Action | 1. Call to Order |
| 5:01 PM | Action | 2. Roll Call |
| 5:05 PM | Action | 3. Recognize Chris Dawdy, SHARE Director |
| | Action | 4. Consent Agenda |

All items listed under the Consent Agenda are considered routine by the Board and will be enacted by one motion. Committee and Staff reports may also be included as information items. Detailed information on all items is included in the meeting packet. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the consent agenda for discussion.

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|---------|-------------|---|
| | | <ul style="list-style-type: none"> a. Approval of July 18, 2017 Minutes (Attachment 4.1) b. Approval of July 25, 2017 Minutes (Attachment 4.2) c. Department and Staff Activity Report (Attachment 4.3) |
| 5:15 PM | Action | 5. Acceptance of Bills July 2017 (Attachment 5.1) |
| | Action | 6. Financial Reports (Attachment 6.1) |
| | Information | 7. Freedom of Information Act (FOIA) Update |

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

5:30 PM	Information Information Information	8. Open Meetings Act (OMA) Update 9. Public Comment 10. Communication 11. Human Resources
5:45 PM	Action Action	a. Staff Report (Attachment 11.1) b. Secondary Employment – IHLS Staff (This portion of the meeting may be held in executive session pursuant to Section 5 ILCS 120 § 2(c)(1))
5:50 PM	Action	c. Personnel (This portion of the meeting may be held in executive session pursuant to Section 5 ILCS 120 § 2(c)(1))
5:55 PM	Information	12. Illinois State Library Report
6:05 PM	Information	13. Committee Reports a. Executive b. Budget and Finance c. Policy and Membership d. Facilities and Operations e. Personnel f. Advocacy 14. Unfinished Business a. Board Citation Reviews b. Board Training Recap 15. New Business
6:40 PM	Action Action Action Information	a. FY2018 Board Committee Appointments (Attachment 15.1) b. Personnel (This portion of the meeting may be held in executive session pursuant to Section 5 ILCS 120 § 2(c)(1)) c. IHLS Ethics Commission d. IHLS Board Networking Event
7:05 PM	Information	16. Agenda Building
	Information	17. Public Comment
7:10 PM	Information	18. Announcements
7:15 PM	Action	19. Adjournment

Times are approximate and the Board President may alter the agenda item order or times during the meeting. The Illinois Heartland Library System strives to ensure that its meetings are accessible to individuals with disabilities. If you are an individual with a disability and require assistance to observe or participate in this meeting, please contact any system office at least 48 hours prior to the start of the meeting with your specific request.