Roll call and Declaration of quorum: Kim called the meeting to order at 7:06

Present: Kim Knop, Randy Sherman, Michael Minton, LaTisha Bievenue.

Absent: Cheryn Sutton, Kevin Knop, Dana Warren.

Approval of Last Month’s Minutes: Michael made the motion and Randy seconded to approve the minutes from last month’s meeting. Motion carried.

Staff Present:

Visitors:

Correspondence: Received a $500 card donation from Lisa Lowery Rohlfing for not banning books. Byrd’s Body Shop made a $1000 donation.

Standing Committee Reports:

a. Finance: Vote to approve Budget and Appropriation Ordinance. Randy, aye; LaTisha, aye; Kim, aye; Michael, aye. Approved. Vote to approve Tax Levy. Kim, aye; Randy, aye; LaTisha, aye; Michael, aye.

b. Library Policy:

c. Building and Grounds: Bob will be contacting Randy about window repairs.

d. Public Relations: Percy Trunk-or-Treat had a good turn out this year.

e. Technology: Michael made the motion and Randy seconded to stagger computer/laptop purchase.

f. Personnel: Rachel on vacation until December 3rd.

Financial Report: Randy made the motion and Kim seconded to pay the bills. Motion carried.
**Library Directors Report:**

Staff & Staff Development
Collection Management
Organization of the Library
  - Halloween decorations are down; Christmas decorations going up this month

Collaboration with Partners & Outreach
  - Percy Trunk or Treat – handed out about 115 treat bags
  - Book Sale – October 12-14
  - Monthly:
    - Teen Advisory Board October Meeting – 5 teens
    - Lego Club Nov session – 26 kids
    - Craft Club Nov session – 22 kids
    - No regular story hour this month
    - Next Book Club – December 8, 4:15pm
    - Game Days every Friday (Age 13 and up)
  - Stella’s Stuffie Sleepover – Elf on the Shelf hosted a toy sleepover on Nov 13-14
    - 10 kids dropped off a toy
    - When kids picked up their toy the next day, they got a little booklet with photos of the activities their toys did over night
  - Teen Book Club started by a T.A.B. member
    - Meeting every 2 months
    - First meeting Nov. 15 – 2 attended

Administration
  - Did not receive Rob-See-Co grant
  - Illinois Humanities Grant still says undecided
  - Applied for ALA Accessibility grant to pay for automatic doors and to upgrade lighting
    - Decision on February 8
  - Working on Erate form 470
  - Started work on Per Capita Grant

Old Business:

New Business: Discussed upcoming election for Randy, Kevin, and LaTisha. Randy will be contacting the courthouse. December 18th meeting will be the Christmas Party.

Reviewed Serving Our Public chapters 12 & 13.

Adjournment: LaTisha made the motion to adjourn at 7:43. Michael seconded. Motion carried.

Respectfully submitted,

LaTisha Bievenue