

**ALLERTON PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
September 10, 2025**

The Allerton Public Library District Library Board of Trustees met on Wednesday, September 10, 2025. President Sue Gortner called the meeting to order at 4:00pm.

ROLL CALL

Present: Jeff Clodfelter, Beth Manuel, Lynn Richardson, Sue Gortner, Sue Lochbaum, Mike Harris

Absent: Ellie Tracy

Also in attendance: Sherry Waldrep

PRESIDENT'S REPORT

President Gortner appreciates the staff and the programs that have started this fall. She has also been enjoying the book displays which change frequently.

SECRETARY'S REPORT (approval of minutes)

Beth Manuel noted that under 'Other' in the minutes it should say 'Director Waldrep told the board that the library will turn 130 years old in 2027. She would like to put a committee together to plan a celebration. Beth Manuel moved to approve the August 13, 2025 minutes as corrected. Seconded by Sue Gortner. Motion carried.

AYES: Jeff Clodfelter, Beth Manuel, Lynn Richardson, Sue Gortner, Mike Harris, Sue Lochbaum.

NAYS: 0

ABSTAIN: Sue Lochbaum

CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS - None

FINANCIAL REPORT (approval of Bills Payable)

Beth Manuel provided the financial report. Due to the low balance in the checking account, she transferred an additional \$10,000 from the GLF money market account into the checking account in August. She also renewed the Working Cash Fund CD which is now \$100,000 after moving \$22,000 from the Working Cash MMA.

Sue Lochbaum moved to approve and pay the bills. Seconded by Lynn Richardson. Motion carried.

AYES: Sue Gortner, Jeff Clodfelter, Beth Manuel, Lynn Richardson, Mike Harris, Sue Lochbaum

NAYS: 0

ABSTAIN: 0

DIRECTOR'S REPORT:

STATISTICS: see spreadsheet

PROGRAMS FROM LAST MONTH:

In person programs: 14

Adult Bingo – 18

Yoga – 17

Lap time – 19 (10 kids, 9 adults)

Barry Cloyd - 12

Story time – 2 (1 kid, 1 adult)

Playtime – 26 (15 kids, 11 adults)

Virtual events: 0

Passive programs: 2

Adult Activity Packets- 60

Summer Reading – 344 (0-5:82, 6-12:158, 13-18:19, Adults:85)

OTHER ITEMS:

A few fall programs have started. September starts the full schedule. Yoga which started in August was renewed for another month based on requests from attendees.

Auditors on site Wednesday September 3. Still working on answering some questions remotely. Working on Annual Fiscal Report (due in December). I attended a Notary Q & A session. Attended two Small and Rural Libraries virtual events – one a Forum meeting and the other a Deep Dive into the Illinois State Library provided databases (check out the databases on our website). Weeded mystery, fantasy, science fiction and a few in adult fiction and non-fiction. Some weeded books will be given to visitors during the annual Library Crawl in October. Still giving out IGA cards, now at 66. Brooke (middle school librarian) is still promoting the cards as well as promoting our youth events in her weekly emails to parents.

No building updates. Grass hasn't needed mowing due to dry conditions.

Digital Archives was down for a few days. The company that helped create it was able to retrieve it. We need to renew our savings plan. Will discuss with Scott.

Attended the Sangamon Valley CEO Mentor luncheon.

Jonathan Rogers' last day was August 31, 2025. He now works a full-time job and is not available to work when there are staffing needs.

OTHER ITEMS:

COMMITTEE REPORTS

Financial Committee (Manuel, Richardson, Lochbaum) - none

Personnel Committee (Gortner & Manuel) - met with Director Waldrep and reviewed her evaluation.

Policy Committee (Lochbaum & Tracy) - none

Buildings & Grounds Committee (Clodfelter, Harris, Gortner) - none

UNFINISHED BUSINESS

Adopt the Budget and Appropriation Ordinance 2025-2026

Beth Manuel read the Resolution for the 2025-2026 Budget and Appropriation Ordinance. Seconded by Mike Harris. Motion carried.

AYES: Sue Gortner, Jeff Clodfelter, Beth Manuel, Lynn Richardson, Mike Harris, Sue Lochbaum

NAYS: 0

ABSTAIN: 0

Illinois Public Library Standards

The board reviewed the Library Standards for Programming as well as Information Services. In order to meet one of the Core requirements under Information Services, the library needs to create a Reference and Readers' Advisory Policy.

NEW BUSINESS

The Board reviewed the performance evaluation of Director Waldrep. Board members are appreciative of the director's work.

OTHER

Director Waldrep asked the board about use of the program room by non-library card holders. The Board said it can be up to the discretion of the director. The Policy Committee will amend the Program Room Policy.

ADJOURNMENT

Jeff Clodfelter moved to adjourn the meeting at 5:01pm. Seconded by Mike Harris. The next scheduled Board of Trustees meeting will be held on October 8, 2025 at 4:00pm.

Revised per Board of Trustee meeting and respectfully submitted by Sherry Waldrep, Acting Secretary