

**ALLERTON PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
JANUARY 4, 2023**

The Allerton Public Library District Library Board of Trustees met on Wednesday, January 4, 2023. The meeting was called to order by President Sue Gortner at 4:00pm.

ROLL CALL

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

Absent: none

Also in attendance: Sherry Waldrep

PRESIDENT'S REPORT

none

SECRETARY'S REPORT (approval of minutes)

No changes to the December minutes. Ellie Tracy moved to approve the December 7, 2022 minutes. Seconded by Mike Harris. Motion carried.

AYES: Manuel, Gortner, Harris, Tracy

NAYS: 0

ABSTAIN: Clodfelter, Richardson, Lochbaum

CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS

Beth Manuel heard a positive comment about staff member Laura, that she is very helpful. Other Trustees commented that they have heard the same.

FINANCIAL REPORT (approval of Bills Payable)

Beth Manuel gave the financial report and presented the list of bills. Sue Lochbaum moved to approve and pay the bills. Seconded by Mike Harris. Motion carried.

AYES: Manuel, Gortner, Harris, Tracy, Clodfelter, Richardson, Lochbaum

NAYS: 0

ABSTAIN: 0

Resolution to transfer previously received testamentary funds from Vincent Greene and Ann Skagenburg from Special Reserve Fund to their own funds. Vincent Greene has a balance of \$236,314 and Ann Skagenburg has \$5,293 remaining. The resolution was offered and read by Beth Manuel. Supported by Ellie Tracy. Roll call vote. Resolution adopted.

AYES: Manuel, Gortner, Harris, Tracy, Clodfelter, Richardson, Lochbaum

NAYS: 0

ABSTAIN: 0

LIBRARIAN'S REPORT

Fifteen programs in December. Circulation statistics look good - slight increase over last year at this time. The registered patrons number is increasing - now up to 1489. These are patrons with an unexpired library account.

Other items to note:

Regarding staff - All staff have completed the state required Sexual Harassment training.

Regarding Programming: - Fall programming ended in December. A Winter Reading Challenge for all ages began December 19. Over 100 tracking cards given out so far and 19 have been completed.

Regarding administrative items: Weeding of both juvenile and adult materials has begun. Primarily books/materials that have not circulated in at least four years. Cards for Kids letters were sent to eight eligible families. Contractors have performed some needed repairs: swinging door breaking away from the cabinet and ceiling lights needing replacement. A plumber was contacted for staff and public restrooms. A parking lot light in the staff parking area needs replacing but the electrician needs a lift – would cost approx. \$300 to rent. Allied Mechanical performed fall maintenance. Need/needed a capacitor and a low pressure switch. The Library website was down for a few days. Scott Davis worked to get it back up. He recommended that we upgrade for better performance/speed which was completed as it saved money over a three-year period. We would like to update the website. Calla and the director met with Scott to discuss. Turned in the Ballot Certification form to the County Clerk with three candidate names. The library was closed early on Thursday December 22 and all day Friday December 23 due to weather. We had a number of patrons borrow materials the morning of December 22 before closing early. Started the process for completing the Per Capita Grant which is due at the end of January.

COMMITTEE REPORTS

Financial Committee (Manuel & Richardson) - none

Personnel Committee (Gortner & Lochbaum) - none

Policy Committee (Lochbaum & Tracy) - none

Buildings & Grounds Committee (Clodfelter & Harris) - none

UNFINISHED BUSINESS

none

NEW BUSINESS

Parking Lot Repairs

Discussed quote proposal from Core Construction for four parking lot repairs as well as three alternate repairs. Beth Manuel moved that the Board hire Core Construction to repair the parking lot including alternatives 1, 2, 3 as listed in the quote. Seconded by Sue Lochbaum. Motion carried.

AYES: Manuel, Gortner, Harris, Tracy, Clodfelter, Richardson, Lochbaum

NAYS: 0

ABSTAIN: 0

OTHER

Further discussed the property donation for Oberheim Park and response to legal paperwork. Director Waldrep will be speaking with Terry Summers to get an update of the park's progress.

Director Waldrep was asked by Heartland Pathways if the wooded property to the north of the library is library property as they would like to have the invasive bushes removed. The Board indicated it is not library property. Waldrep will communicate back to Heartland Pathways.

Jeff Clodfelter made a motion to adjourn the meeting. Seconded by Mike Harris. Meeting adjourned at 5:21pm.

The next scheduled Board of Trustees meeting will be held on February 1, 2023 at 4:00pm.

Respectfully submitted by Sherry Waldrep, Director