

**ALLERTON PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
July 9, 2025**

The Allerton Public Library District Library Board of Trustees met on Wednesday, July 9, 2025. Vice President Jeff Clodfelter called the meeting to order at 4:02pm.

ROLL CALL

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

Absent: Sue Gortner

Also in attendance: Sherry Waldrep

PRESIDENT'S REPORT - None

SECRETARY'S REPORT (approval of minutes)

Mike Harris moved to approve the June 11, 2025 minutes. Seconded by Beth Manuel. Motion carried.

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

NAYS: 0

ABSTAIN: 0

CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS

Another article in the newspaper in which the library is thanked for donating property for the park.

FINANCIAL REPORT (approval of Bills Payable)

Beth Manuel provided the financial report. Beth Manuel moved to increase our monthly transfer from 40K to 55K for the month of July due to low balance in the checking account on the Balance Sheet. Ellie Tracy seconded. Motion carried

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

NAYS: 0

ABSTAIN: 0

Sue Lochbaum moved to approve and pay the bills. Seconded by Mike Harris. Motion carried.

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

NAYS: 0

ABSTAIN: 0

DIRECTOR'S REPORT:

PROGRAMS FROM LAST MONTH:

In person programs:

Adult Bingo – 18

Crafternoon - 11

SRP Monday Programs – 258

Lap time – 62 (35 kids, 27 adults)

Playtime – 40 (24 kids, 16 adults)

Teen/Tween-Hedgerow Pottery – 10

Author Talk-Holmes – 8

BYOB Book Group – 8

Kids Drop-in craft - 0

SRP Tuesday Programs - 88

Story time – 39 (24 kids, 15 adults)

Non-fiction book group – 6

Teen/Tween Magic the Gathering – 3

Virtual events: 0

Passive programs: 5

Adult Activity Packets-60; Adult Try Something Kit-30; Take and Makes: Adult-24; Kids-30; Teen-30.

OTHER ITEMS:

Summer Reading Program events are going well. Needed to reschedule one event due to heat. Currently 128 kids and 23 teens/adults have claimed at least one prize.

Audit scheduled for the first week of September. Have begun gathering materials the auditor needs. IGA cards for students - currently at 55. SAM.gov registration renewed for another year (need for Per Capita Grant). Received a letter stating the Per Capita Grant has been awarded in the amount of \$9046.18. Check will be forthcoming. First distributions of the Levy have come in.

Met with Terry Summers re: park. He stated that the path is not on library property. He would direct the engineers to move the road so nothing is on library property. He will have property line flags put up. He will direct the construction people that they should not hinder with library happenings and not park in the library lot. He would like the trustees to attend the groundbreaking – date to be determined.

HVAC repairs are almost complete. One part needed to be ordered. Tech will return and replace that part. Scott will be updating the camera system to allow us to have more cameras.

Registered to be at the Monticello Farmer's Market in September – Megan and Emily will staff the table. Attended the Kirby Non-Profit Leader's Luncheon. Was a guest on CI Living on June 19th providing Juneteenth Day book recommendations and showcasing our newest item – a WhaZoodle. Met with Kirby Community Outreach re: the possibility of having pool passes available for checkout for next summer. Discussed the borrowing requirements, including an agreement and also the details of how the library would handle if/when the approval comes through.

Letters regarding pay increases and benefits (if applicable) given to each staff member at the end of June. Megan is certified after completing a training on Adult Mental Health First Aid. Certification is for 3 years.

OTHER ITEMS:

COMMITTEE REPORTS

Financial Committee (Manuel, Richardson, Lochbaum) - none

Personnel Committee (Gortner & Manuel) - none

Policy Committee (Lochbaum & Tracy) - none

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

UNFINISHED BUSINESS

None

NEW BUSINESS

None

OTHER

ADJOURNMENT

Lynn Richardson moved to adjourn the meeting at 4:45pm. Seconded by Mike Harris.

The next scheduled Board of Trustees meeting will be held on August 13, 2025 at 4:00pm.

Susan M. Lochbaum
Secretary

Sherry Waldrep
Acting Secretary