

**ALLERTON PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
October 11, 2023**

The Allerton Public Library District Library Board of Trustees met on Wednesday, October 11, 2023. The meeting was called to order by President Sue Gortner at 4:55pm. The meeting had a delayed start due to the Board members attending the Decennial Committee meeting which met at 4:00pm.

ROLL CALL

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

Absent: none

Also in attendance: Sherry Waldrep

PRESIDENT'S REPORT

Nothing to report

SECRETARY'S REPORT (approval of minutes)

Ellie Tracy should have been listed as an Abstain under the secretary's report roll call. Sue Lochbaum moved to approve the September 13, 2023 minutes as amended Seconded by Sue Gortner.

Motion carried.

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

NAYS: 0

ABSTAIN: 0

CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS

Beth Manuel heard complimentary comments from a patron about the increased program offerings at the library.

FINANCIAL REPORT (approval of Bills Payable)

Beth Manuel provided the financial report. Jeff moved to approve and pay the bills. Seconded by Ellie Tracy. Motion carried.

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

NAYS: 0

ABSTAIN:

Discussion about how to use excess money in the GLF. Discussed a pavilion on the north lawn that would be used for library programs as well as available for public use. Make sure it's handicapped accessible.

Ellie Tracy moved to transfer 200,000 from the GLF to the SRF. Seconded by Mike Harris.

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

NAYS: 0

ABSTAIN: 0

LIBRARIAN'S REPORT

PROGRAMS FROM LAST MONTH:

In person programs:

Adult Bingo – 12	Bingo w/Center - 12
Suicide Awareness – 0	American Pie – 13
Crafternoon – 1	Read, Watch, Discuss book group – 3
Learn Together, Grow Together book group– 6	Drop in Games – 5 (3 kids, 2 adults)
Story Time – 43 (26 kids, 17 adults)	Playtime – 40 (23 kids, 17 adults)
Lap Time – 30 (15 kids, 15 adults)	Brick Builders – 21 (15 kids, 6 adults)
Super Saturday (U of IL) – 12 (6 kids, 6 adults)	

Virtual: 2

Passive programs: 0

Adult Activity Packets – 100

Take & Makes for Kid, Teen, Adult – 125

OTHER ITEMS:

Programming is going ok. Some programs have had low to zero attendance. The library is participating in the annual Illinois Heartland Library System Library Crawl which goes throughout October. Those who visit our library receive a pre-made button and a library pen.

The Public Library Internet Survey required of all public libraries is complete. Irrigation turned off for the winter. Technician noticed someone dug a large hole (12") in the ground – it has a broken pipe – in a zone we don't use. In another location noticed standing water which probably indicates a leak in the mainline – will look at in Spring.

Created spreadsheets for each Fund to record income/expenses throughout the year to help keep track of balances. Auditor has been in communication with the bookkeeper regarding off-balances. Latest communication indicates the auditor has what is needed to complete the audit. Renewed SAM registration. Need it to be eligible for grants.

The new website is almost complete. Waiting for all the photos to be loaded. Hoping for a late October launch. The Program room new technology is almost ready!

The director attended two Sangamon CEO events – mentor luncheon and the first monthly mentor/mentee meeting. Had a table at the Monticello Farmers Market, Thursday September 14. Gave away approximately 30 buttons.

A staff meeting was held Wednesday October 4. Starting performance evaluations in October. A wish list compiled by the staff was shared with the Board. Some items can easily be purchased now such as chairs for staff, phone chargers for patrons in the library who need to use one, coat hooks in the program room, a weather radio, a CD player that can be checked out and possibly chairs for patron computers.

COMMITTEE REPORTS

Financial Committee (Manuel, Richardson, Lochbaum) - none

Personnel Committee (Gortner & Manuel) - still working

Policy Committee (Lochbaum & Tracy) - none
Buildings & Grounds Committee (Clodfelter, Harris, Gortner) - meeting tomorrow

UNFINISHED BUSINESS

Adoption of Budget and Appropriation 2023-2024

Beth Manuel read the resolution.

Sue Gortner moved to adopt the Budget and Appropriation 2023-2024 Ordinance. Seconded by Beth Manuel. Motion carried.

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

NAYS: 0

ABSTAIN: 0

NEW BUSINESS

2023 Levy Draft

The board reviewed and agreed to levy request numbers. Numbers will be given to the lawyer for the final draft to be approved at the next meeting.

Serving Our Public Chapters 5 & 6

The board reviewed check lists associated with these chapters. The library does not yet have a capital asset plan. The director will check into getting a defibrillator.

OTHER

None

ADJOURNMENT

Jeff Clodfelter moved to adjourn at 6:07pm. Mike Harris seconded. The next scheduled Board of Trustees meeting will be held on November 8, 2023 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Sherry Waldrep
Acting Secretary