

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
January 3, 2018**

The Allerton Public Library District Library Board of Trustees met on Wednesday January 3, 2018 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

Roll Call

Present: Jeff Clodfelter, Luke Feeney, Sue Gortner, Sue Lochbaum, Beth Manuel, and Ellie Tracy.

Absent: Lynn Richardson

President's Report

None.

Secretary's Report (Approval of Minutes)

The minutes of the December 2017 meeting were reviewed. A motion by Manuel, seconded by Tracy that they be approved as presented.

6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, and Tracy.

0 NAYS, 1 ABSENT

Correspondence, Communications, Public Comment

None

Financial Report (Approval of Bills Payable)

Manuel gave the Financial Report. Lochbaum made a motion to approve the bills, seconded by Feeney. Motion carried.

6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, and Tracy.

0 NAYS, 1 ABSENT

Librarian's Report

Circulation December was 5,717. 1,353 interlibrary loan items borrowed and 1,325 interlibrary loan items loaned. The library had 1,079 reciprocals. 225 new items were added to the collection and 209 discarded from the collection. There were 13 new patrons and an additional 23 patron renewals for the month of December. Logins to the library's PAC was 6,420.

Program attendance for the month of December was 417.

The library held a Countdown to Christmas guessing game from December 11-22, 2017. Prizes were awarded to the daily winners.

In January the library will be having a jeopardy trivia game from January 8-31.

The AARP free tax preparation service will once again be held. It will begin in February and run through April 14, 2018 on Thursday evenings and Saturday mornings. Appointments may be made by calling the library.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

New Business

An update to the Sexual Harassment Policy was reviewed. Motion by Manuel that the policy be adopted as presented, seconded by Tracy.

6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, and Tracy.

0 NAYS, 1 ABSENT

No further business.

Motion by Feeney, seconded by Clodfelter that the meeting be adjourned at 4:21 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, February 7, 2018 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
February 7, 2018**

The Allerton Public Library District Library Board of Trustees met on Wednesday February 7, 2018 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:01 p.m.

Roll Call

Present: Jeff Clodfelter, Sue Gortner, Sue Lochbaum, Lynn Richardson, and Ellie Tracy.
Absent: Luke Feeney and Beth Manuel.

President's Report

None.

Secretary's Report (Approval of Minutes)

The minutes of the January 2017 meeting were reviewed. A motion by Clodfelter, seconded by Tracy. that they be approved as presented.

5 AYES: Clodfelter, Gortner, Lochbaum, Richardson, and Tracy.

0 NAYS, 2 ABSENT

Correspondence, Communications, Public Comment

None

Financial Report (Approval of Bills Payable)

Winters gave the Financial Report. Lochbaum made a motion to approve the bills, seconded by Richardson. Motion carried.

5 AYES: Clodfelter, Gortner, Lochbaum, Richardson, and Tracy.

0 NAYS, 2 ABSENT

Librarian's Report

Circulation January was 6,434. 1,471 interlibrary loan items borrowed and 1,617 interlibrary loan items loaned. The library had 1,156 reciprocals. 221 new items were added to the collection and 729 discarded from the collection. There were 18 new patrons and an additional 33 patron renewals for the month of January. Logins to the library's PAC was 6,599. Internet usage was 292 patrons and Wi-Fi usage was 478 patrons for the month of January.

Program attendance for the month of January was 269.

From January 8-31 the library held a jeopardy-like trivia game. Prizes were awarded at the end of the month.

The library will be hosting a Babysitting Clinic for ages 10-14 on Monday February 19, from 9:30 to 2:30.

The AARP free tax preparation service began this week and will run through April 14th.

Library trustees will need to complete and file their Statement of Economic Interest statements with the Piatt County Clerk's Office.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

New Business

No further business.

Motion by Richardson, seconded by Clodfelter that the meeting be adjourned at 4:18 p.m

The next scheduled Board of Trustees meeting will be held Wednesday, March 7, 2018 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
March 7, 2018**

The Allerton Public Library District Library Board of Trustees met on Wednesday March 7, 2018 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

Roll Call

Present: Jeff Clodfelter, Luke Feeney, Sue Gortner, Sue Lochbaum, Lynn Richardson, and Ellie Tracy.

Absent: Beth Manuel.

President's Report

None.

Secretary's Report (Approval of Minutes)

The minutes of the February 2017 meeting were reviewed. A motion by Clodfelter, seconded by Tracy. that they be approved as presented.

6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Richardson, and Tracy.

0 NAYS, 1 ABSENT

Correspondence, Communications, Public Comment

None

Financial Report (Approval of Bills Payable)

Winters gave the Financial Report. Feeney made a motion to approve the bills, seconded by Lochbaum. Motion carried.

6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Richardson, and Tracy.

0 NAYS, 1 ABSENT

The library has several insurance invoices that come due in March and April. A motion by Tracy, seconded by Gortner that we transfer an additional \$20,000 from Money Market Account 8100412 to the checking account to cover these costs. Motion carried.

6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Richardson, and Tracy.

9 NAYS, 1 ABSENT

Librarian's Report

Circulation February was 5,784. 1,397 interlibrary loan items borrowed and 1,401 interlibrary loan items loaned. The library had 963 reciprocals. 183 new items were added to the collection and 661 discarded from the collection. There were 30 new patrons and an additional 35 patron renewals for the month of February. Logins to the library's PAC was 5,792. Internet usage was 322 patrons and Wi-Fi usage was 460 patrons for the month of February.

Program attendance for the month of February was 445.

Upcoming programs for children this month include the Kids Read Program, The Crazy 8s Math Club, and the Teen Art Show.

The estimate for the upcoming audit is \$9,600 which is only \$100 more than last year's audit.

A few libraries in the state have begun receiving their fiscal year 2017 Per Capita Grant funds. We have not yet received ours but there may be hope that it may receive it yet in fiscal year 2018.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

New Business

No further business.

Motion by Feeney, seconded by Clodfelter that the meeting be adjourned at 4:14 p.m

The next scheduled Board of Trustees meeting will be held Wednesday, April 4, 2018 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
April 4, 2018**

The Allerton Public Library District Library Board of Trustees met on Wednesday April 4, 2018 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:01 p.m.

Roll Call

Present: Jeff Clodfelter, Sue Gortner, Beth Manuel, Lynn Richardson.

Absent: Luke Feeney, Sue Lochbaum, and Ellie Tracy.

President's Report

None.

Secretary's Report (Approval of Minutes)

The minutes of the March 2017 meeting were reviewed. A motion by Clodfelter, seconded by Manuel. that they be approved as presented.

4 AYES: Clodfelter, Gortner, Manuel, Richardson.

0 NAYS, 3 ABSENT

Correspondence, Communications, Public Comment

None

Financial Report (Approval of Bills Payable)

Manuel gave the Financial Report. Richardson made a motion to approve the bills, seconded by Gortner. Motion carried.

4 AYES: Clodfelter, Gortner, Manuel, Richardson.

0 NAYS, 3 ABSENT

Librarian's Report

Circulation March was 6,974. 1,564 interlibrary loan items borrowed and 1,517 interlibrary loan items loaned. The library had 1,148 reciprocals. 329 new items were added to the collection and 709 discarded from the collection. There were 13 new patrons and an additional 35 patron renewals for the month of March. Logins to the library's PAC was 6,503.

Program attendance for the month of March was 563.

The library held the annual Teen Art Show with 52 artists. The AARP Free Tax Preparation will end on April 14, 2018. A Butterfly program will be held on Saturday April 4, 2018 with children decorating a butterfly feeding station. The upcoming Summer Reading program theme is *Reading Takes You Everywhere*.

The library will be discontinuing their contract with the digital media platform *My Media Mall* due to continued rising costs and long hold lists for our patrons. The library will soon be offering a different digital media platform – *Hoopla*. *Hoopla* offers not only e-books and e-audio but also music, films, and television shows – with immediate access and no waiting periods. The library will continue to offer *The Cloud Library* (offering e-audio and e-books) and *RB Digital* (offering e-magazines and e-audio).

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

Clodfelter asked for an update on the irrigation system. Winters reported that the weather hasn't allowed Prairieview Landscaping to charge the system yet due to the freezing temperatures. The plan is still to charge the system to see where repairs need to be made and add to the system where we plan landscaping.

New Business

No further business.

Motion by Clodfelter, seconded by Richardson that the meeting be adjourned at 4:33 p.m

The next scheduled Board of Trustees meeting will be held Wednesday, May 2, 2018 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
May 2, 2018**

The Allerton Public Library District Library Board of Trustees met on Wednesday May 2, 2018 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:01 p.m.

Roll Call

Present: Jeff Clodfelter, Luke Feeney, Sue Gortner, Sue Lochbaum, Beth Manuel, and Ellie Tracy.

Absent: Lynn Richardson

President's Report

None.

Secretary's Report (Approval of Minutes)

Lochbaum gave the Secretary's Report. The minutes of the April 2017 meeting were reviewed. A motion by Manuel, seconded by Jeff. that they be approved as presented.

6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, and Tracy.

0 NAYS, 1 ABSENT

Correspondence, Communications, Public Comment

None

Financial Report (Approval of Bills Payable)

Manuel gave the Financial Report. Tracy made a motion to approve the bills, seconded by Feeney. Motion carried.

6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, and Tracy.

0 NAYS, 1 ABSENT

Librarian's Report

Gortner gave the Librarian's Report. Circulation April was 6,316. 1,401 interlibrary loan items borrowed and 1,460 interlibrary loan items loaned. The library had 1,046 reciprocals. 307 new items were added to the collection and 639 discarded from the collection. There were 18 new patrons and an additional 29 patron renewals for the month of April. Logins to the library's PAC was 6,572.

Program attendance for the month of April was 356.

The Per Capita Grant from last year was received in the amount of \$4,585.65 which is to be used for adult programming.

Prairieview Landscaping hopes to be at the library either May 10-11, 2018 to investigate what part (if any) of the irrigation system is salvageable. They have already made contact with Scott at the City of Monticello to see if we can charge the system from the hydrant.

The library will be closed for Maintenance Day on Wednesday May 16, 2018. Library staff will be working on several projects.

As mentioned last month, the library is discontinuing the My Media Mall platform and moving to the Hoopla platform. Hoopla should be up and running by mid-May. Patrons will be able to download 8 items per month with no waiting in a variety of formats.

Winters is beginning to pull the numbers together for the 2018/2019 budget.

Cara Stoerger (Children's Services) gave a brief overview of the activities coming up for the Summer Reading Program. Highlights from the calendar include the Teen 4-H Food Challenge and the Food Science program with the Piatt County Extension Office (who had received grant money for the programs). The Monticello Band will be at the library for a performance and ice cream social on July 24, 2018.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

No report.

New Business

No report.

No further business.

Motion by Feeney, seconded by Clodfelter that the meeting be adjourned at 4:25 p.m.

The next scheduled Board of Trustees meeting will be held Wednesday, June 6, 2018 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
June 6, 2018**

The Allerton Public Library District Library Board of Trustees met on Wednesday June 6, 2018 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

Roll Call

Present: Jeff Clodfelter, Luke Feeney, Sue Gortner, Sue Lochbaum, Beth Manuel, Lynn Richardson, and Ellie Tracy.

President's Report

None.

Secretary's Report (Approval of Minutes)

Lochbaum gave the Secretary's Report. The minutes of the May 2, 2018 meeting were reviewed. A motion by Clodfelter, seconded by Tracy. that they be approved as presented.

7 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy.
0 NAYS, 0 ABSENT

Correspondence, Communications, Public Comment

None

Financial Report (Approval of Bills Payable)

Manuel gave the Financial Report. Lochbaum made a motion to approve the bills, seconded by Richardson. Motion carried.

7 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy.
0 NAYS, 0 ABSENT

Librarian's Report

Winters gave the Librarian's Report. Circulation May was 6,553. 1,358 interlibrary loan items borrowed and 1,340 interlibrary loan items loaned. The library had 1,117 reciprocals. 217 new items were added to the collection and 19 discarded from the collection. There were 24 new patrons and an additional 32 patron renewals for the month of May. Logins to the library's PAC was 6,660.

Program attendance for the month of May was 1,047.

Final numbers from the AARP free tax assistance program – 173 appointments were scheduled.

The Summer Reading Program has begun. Most programs are full and wait listed except for the outdoor programs. As of Monday, 194 children had registered for the independent reading program.

There are a couple of special adult programs coming in July. On July 13th there will be a Library of Congress webcast of Paul Dickson author of the Dickson Baseball Dictionary) at 2:00 p.m. On July 17th the adult crafters will be making paper roses at 2:00 p.m.

In the last couple of weeks 43 patrons have registered for Hoopla. 88 items have circulated in the 2-3 weeks.

No report on the irrigation system. We hopefully will have an estimate at the July meeting.

No report on the detention pond – Winters has made contact with the City of Monticello who believe the drainage has been repaired but no response on when they intend to finish digging out the pond.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

No report.

New Business

The 2018/19 Tentative Budget & Appropriation was reviewed for the first time. No action.

The 2018/19 Trustee Meeting Ordinance was reviewed. Feeney made a motion to adopt, seconded by Manuel. Ordinance adopted.

7 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy.

0 NAYS, 0 ABSENT

The 2018/19 Days the Library Will Be Closed was reviewed. Lochbaum made a motion to approve, seconded by Tracy. Motion carried.

7 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy.

0 NAYS, 0 ABSENT

The 2018/19 Policy Manuel Updates were reviewed. Clodfelter made a motion to approve, seconded by Manuel. Motion carried.

7 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy.

0 NAYS, 0 ABSENT

The 2018/19 Prevailing Wage Ordinance was reviewed. Motion to adopt by Feeney, seconded by Manuel. Ordinance adopted.

7 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy.

0 NAYS, 0 ABSENT

Lochbaum made a motion, seconded by Richardson that the Minutes of the Closed Meetings remain closed. Motion carried.

7 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy.

0 NAYS, 0 ABSENT

No further business.

Motion by Feeney, seconded by Clodfelter that the meeting be adjourned at 4:47 p.m.

The next scheduled Board of Trustees meeting will be held Wednesday, July 11, 2018 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
July 11, 2018**

The Allerton Public Library District Library Board of Trustees met on Wednesday July 11, 2018 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

Roll Call

Present: Jeff Clodfelter, Luke Feeney, Sue Gortner, Beth Manuel, Lynn Richardson, and Ellie Tracy.

Absent: Sue Lochbaum

President's Report

None.

Secretary's Report (Approval of Minutes)

The Secretary's Report was reviewed. The minutes of the June 6, 2018 meeting were reviewed. A motion by Richardson, seconded by Tracy. that they be approved as presented.

6 AYES: Clodfelter, Feeney, Gortner, Manuel, Richardson, and Tracy.

0 NAYS, 1 ABSENT

Correspondence, Communications, Public Comment

None

Financial Report (Approval of Bills Payable)

Manuel gave the Financial Report. Feeney made a motion to approve the bills, seconded by Clodfelter. Motion carried.

6 AYES: Clodfelter, Feeney, Gortner, Manuel, Richardson, and Tracy.

0 NAYS, 1 ABSENT

Librarian's Report

Winters gave the Librarian's Report. Circulation June was 8,232. 1,478 interlibrary loan items borrowed and 1,181 interlibrary loan items loaned. The library had 1,028 reciprocals. 369 new items were added to the collection and 91 discarded from the collection. There were 38 new patrons and an additional 57 patron renewals for the month of June. Logins to the library's PAC was 6,833. Internet usage for June was 314 sessions and Wi-Fi stats were 668 sessions.

Program attendance for the month of June was 970.

The Summer Reading Program continues this month.

Upcoming special adult programs are “Take me to the Fair: Chicago’s World Fair” on Tuesday August 21, 2018 presented by The Bloomington Tea Ladies, “Tea and Scone Tasting” on Monday September 17, 2018 presented by La Tea Da Tea, the “Lower Ohio River Steamboat” on Tuesday October 16, 2018 presented by Robert Swenson, and “The Queen’s Royal Tea” on Thursday November 8, 2018 presented by the Bloomington Tea Ladies.

Winters has contacted Jim at the City of Monticello public works department about the installation of the story walk. Jim reports that bid documents are ready and now is scheduled for August or September.

Winters has talked with Jim about the detention pond again. He says that they will mow with the batwing mower and treat the cattails with herbicide. What we are really waiting on is for the city to dig out the soil from the pond so we can once again maintain it. It has been quite a while since we’ve seen the large white rocks that line the pond and the large drain with metal bars. He doesn’t remember the rocks but said he would pull the plan to get back to us.

We have an estimate from Prairieview Landscaping to repair the existing irrigation system and expand the irrigation system to the front area of the library where the library intends to landscape. The estimate is \$11,345.00 with them asking for a 50% down payment prior to beginning the work. Tracy made a motion, seconded by Manuel that we proceed with the irrigation system. Motion carried.

6 AYES: Clodfelter, Feeney, Gortner, Manuel, Richardson, and Tracy.

0 NAYS, 1 ABSENT

Denise with Prairieview has been working on a landscape design for the front of the library. Most of the design includes low maintenance plantings like hydrangeas, boxwoods, various grasses that compliment what is already in place. As far as a flowering tree, she recommended a crabapple tree. Until the final costs come in on the irrigation system, we won’t know what we will have left to spend on landscaping.

The library just held the biannual book sale bringing in \$520.

There was a small incident this past Monday when a toddler pulled the fire alarm. The fire monitoring service dispatched the Fire Department but was able to cancel the call before they were actually dispatched. In the future they will call the library’s main phone line to verify before dispatching the Fire Department.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

The 2018/19 Temporary Budget was briefly reviewed. Manuel made a motion, seconded by Tracy that the temporary budget be approved as presented. Motion Carried.

6 AYES: Clodfelter, Feeney, Gortner, Manuel, Richardson, and Tracy.

0 NAYS, 1 ABSENT

The 2018/19 Payroll Schedule was reviewed. Clodfelter made a motion, seconded by Gortner that the payroll schedule be approved as presented. Motion carried.

6 AYES: Clodfelter, Feeney, Gortner, Manuel, Richardson, and Tracy.

0 NAYS, 1 ABSENT

New Business

No further business.

Motion by Feeney, seconded by Clodfelter that the meeting be adjourned at 4:40 p.m.

The next scheduled Board of Trustees meeting will be held Wednesday, August 1, 2018 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
August 1, 2018**

The Allerton Public Library District Library Board of Trustees met on Wednesday August 1, 2018 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:02 p.m.

Roll Call

Present: Jeff Clodfelter, Luke Feeney, Sue Gortner, Sue Lochbaum, Beth Manuel, and Ellie Tracy.

Absent: Lynn Richardson

President's Report

None.

Secretary's Report (Approval of Minutes)

The Secretary's Report was reviewed. The minutes of the July 11, 2018 meeting were reviewed. A motion by Tracy, seconded by Clodfelter. that they be approved as presented.

6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, and Tracy.

0 NAYS, 1 ABSENT

Correspondence, Communications, Public Comment

None

Financial Report (Approval of Bills Payable)

Manuel gave the Financial Report. Lochbaum made a motion to approve the bills, seconded by Feeney. Motion carried.

6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, and Tracy.

0 NAYS, 1 ABSENT

Librarian's Report

Winters gave the Librarian's Report. Circulation July was 7,761 with an additional 460 from the library APPs. 1,463 interlibrary loan items borrowed and 1,135 interlibrary loan items loaned. The library had 1,236 reciprocals. 314 new items were added to the collection and 82 discarded from the collection. There were 40 new patrons and an additional 57 patron renewals for the month of July. Logins to the library's PAC was 6,921. As this is the first day of the month, Wi-Fi and Computer usage reports are not yet available.

Program attendance for the month of July was 538.

The Summer Reading Program finale was a hit. The Monticello Marching Sages performed and an ice cream social was enjoyed by 215 people.

The library's annual report should appear in the local newspaper this week.

To date 109 patrons have registered with our new APP Hoopla.

No update from the City of Monticello on the detention pond. As of last month they were searching for the detention pond plan and will be in touch. So we will continue to wait until they dig out the pond.

The auditors will be here September 4-6, 2018.

Winters received a phone call from Tom Finseth concerning the Max Hency final distribution. Finseth was informed that the final distribution would be made by the 3rd quarter of the year. We are in the 3rd quarter so he will make contact with the attorney and bank to see what is causing the delay.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

New Business

The Budget and Appropriation Ordinance for 2018/19 was reviewed. The ordinance will be posted at the library and adoption will occur at the September 5, 2018 meeting.

Motion by Feeney, seconded by Clodfelter that the meeting be adjourned at 4:25 p.m.

The next scheduled Board of Trustees meeting will be held Wednesday, September 5, 2018 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
September 5, 2018**

The Allerton Public Library District Library Board of Trustees met on Wednesday September 5, 2018 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:03 p.m.

Roll Call

Present: Jeff Clodfelter, Luke Feeney, Sue Gortner, Beth Manuel, and Lynn Richardson.
Absent: Sue Lochbaum and Ellie Tracy.

President's Report

None.

Secretary's Report (Approval of Minutes)

The Secretary's Report was reviewed. The minutes of the August 1, 2018 meeting were reviewed. A motion by Clodfelter, seconded by Richardson. that they be approved as presented.

5 AYES: Clodfelter, Feeney, Gortner, Manuel, and Richardson
0 NAYS, 2 ABSENT

Correspondence, Communications, Public Comment

Winters has been approached by a local gentleman inquiring if the library would be interested in selling the back acreage of the library's property as he is interested in building an indoor recreational center. One issue that needs addressing would be an access road to that property. The library most likely would want to retain a couple of acres for any potential expansion but there could be 2-3 acres remaining. The library would need to have the property surveyed and sub-divided. As a public taxing body the library would also need to publish notice of the availability and location of the property along with the date and terms of the proposed sale for 2 successive weeks. On the day of the sale the board then could sell the property for a price determined or to the highest bidder. No action taken – the interested party may wish to attend a future board meeting.

Financial Report (Approval of Bills Payable)

Manuel gave the Financial Report. Feeney made a motion to approve the bills, seconded by Manuel. Motion carried.

5 AYES: Clodfelter, Feeney, Gortner, Manuel, and Richardson
0 NAYS, 2 ABSENT

Librarian's Report

Winters gave the Librarian's Report. Circulation August was 7,170 with an additional 542 from the library APPs. 1,538 interlibrary loan items borrowed and 1,333 interlibrary loan items loaned. The library had 1,139 reciprocals. 328 new items were added to the collection and 1,103 discarded from the collection. There were 29 new patrons and an

additional 34 patron renewals for the month of August. Logins to the library's PAC was 6,543. Wi-Fi usage was 594 sessions and Internet usage was 365 sessions.

Program attendance for the month of August was 247.

No update from the City of Monticello on the detention pond. So we will continue to wait until they dig out the pond.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

The Budget and Appropriation Ordinance for 2018/19 was reviewed. A motion by Feeney to adopt as presented, seconded by Manuel.

5 AYES: Clodfelter, Feeney, Gortner, Manuel, and Richardson

0 NAYS, 2 ABSENT

New Business

This year's Per Capita Grant application requires us to review Serving Our Public Chapter 8: Public Services: Reference and Reader's Advisory. This information is slightly outdated (5 years old) as reference services have certainly changed. The days of having reference books that become outdated once they are printed have been replaced by online sources. The library meets the majority of the standards.

This year's Per Capita Grant application also requires us to review Trustees Fact File Chapters 6-10. This is even more outdated and needs some updating. Topics covered in these chapters are intellectual freedom, censorship, access to the Internet ("a brave new world of mass media often characterized as an electronic West Wild"), patron's right to privacy, planning for your library building, human resources, healthcare benefits, facilities planning, and budgeting & financial management.

Motion by Feeney, seconded by Clodfelter that the meeting be adjourned at 4:26 p.m.

The next scheduled Board of Trustees meeting will be held Wednesday, October 3, 2018
at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
October 3, 2018**

The Allerton Public Library District Library Board of Trustees met on Wednesday October 3, 2018 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

Roll Call

Present: Luke Feeney, Sue Gortner, Sue Lochbaum, Beth Manuel, Lynn Richardson, and Ellie Tracy.

Absent: Jeff Clodfelter

President's Report

None.

Secretary's Report (Approval of Minutes)

The Secretary's Report was reviewed. The minutes of the September 5, 2018 meeting were reviewed. A motion by Manuel, seconded by Gortner that they be approved as presented.

5 AYES: Feeney, Gortner, Manuel, Richardson, and Tracy.

0 NAYS, 1 ABSENT, 1 ABSTAIN (Lochbaum)

Correspondence, Communications, Public Comment

None

Financial Report (Approval of Bills Payable)

Manuel gave the Financial Report. Tracy made a motion to approve the bills, seconded by Lochbaum. Motion carried.

6 AYES: Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy.

0 NAYS, 1 ABSENT

Librarian's Report

Winters gave the Librarian's Report. Circulation September was 5,796 with an additional 414 from the library APPs. 1,395 interlibrary loan items borrowed and 1,160 interlibrary loan items loaned. The library had 987 reciprocals. 242 new items were added to the collection and 14 discarded from the collection. There were 25 new patrons and an additional 47 patron renewals for the month of September. Logins to the library's PAC was 6,035. Wi-Fi usage was 463 sessions and Internet usage was 321 sessions.

Program attendance for the month of September was 301 (74 attending adult programs and 227 attending children's programs).

Children's Librarian Cara Stoerger is in the public and private schools this week and next for the Kid's Read book distribution program.

Upcoming children's programs are A Halloween Treasure Hunt on Saturday October 27, 2018 at 2:00 p.m., A Painting Party on Saturday November 3, 2018 at 10:00 a.m., and A Teddy Bear Tea Party with Mrs. Claus on Saturday December 8, 2018 at 10:00 a.m.

No update from the City of Monticello on the detention pond. The city has repaired the damaged done to the drainage of the pond but we are still waiting for the pond to be dug back out. Still no communication this month from Jim at Public Works. Winters reached out to Terry Summers who wants to come out and walk the area. Winters has the materials specifications from Carle that describes some materials at our detention pond including the metal drain gate and the rip rap/bedrock. Neither of which can be seen as the pond is currently full of soil. As recently as July of this year, Winters was informed it was being addressed and the city would clean out the bottom of the detention pond as the drainage issue was now repaired.

The irrigation project is moving forward. Contact has been made with the city, materials for the meter pit have been ordered, and Prairieview is ready to start. Hopefully the materials will be in by the end of week and they can get started.

We are finishing up with the annual audit this week. A final report will be forthcoming.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

None.

New Business

The property tax levy numbers were reviewed. The property tax levy ordinance will be voted on at the next scheduled meeting.

Motion by Feeney, seconded by Gortner that the meeting be adjourned at 4:22 p.m.

The next scheduled Board of Trustees meeting will be held Wednesday, November 7, 2018 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
November 7, 2018**

The Allerton Public Library District Library Board of Trustees met on Wednesday November 7, 2018 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

Roll Call

Present: Jeff Clodfelter, Luke Feeney (arrived at 4:04), Sue Gortner, Sue Lochbaum, Beth Manuel, and Lynn Richardson.

Absent: Ellie Tracy.

President's Report

None.

Secretary's Report (Approval of Minutes)

The Secretary's Report was reviewed. The minutes of the October 3, 2018 meeting were reviewed. A motion by Richardson, seconded by Manuel that they be approved as presented.

4 AYES: Gortner, Lochbaum, Manuel, and Richardson.

0 NAYS, 1 ABSENT, 1 ABSTAIN (Clodfelter) Feeney was not yet present during vote.

Correspondence, Communications, Public Comment

None

Financial Report (Approval of Bills Payable)

Manuel gave the Financial Report. Lochbaum made a motion to approve the bills, seconded by Clodfelter. Motion carried.

6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, and Richardson.

0 NAYS, 1 ABSENT

Librarian's Report

Winters gave the Librarian's Report. Circulation October was 5,950 with an additional 449 from the library APPs. 1,396 interlibrary loan items borrowed and 1,214 interlibrary loan items loaned. The library had 861 reciprocals. 391 new items were added to the collection and 42 discarded from the collection. There were 28 new patrons and an additional 40 patron renewals for the month of October. Logins to the library's PAC was 6,103. Wi-Fi usage was 479 sessions and Internet usage was 310 sessions.

Program attendance for the month of October was 645 (80 attending adult programs and 565 attending children's programs). The Kids Read Program was held with 340 books given away.

A local home school group will be presenting A Living History program throughout the library Thursday November 8, 2018 from 4:00-5:00.

The library's holiday reading program began on November 1st and will run until December 9th. Children Pre K through 5th grade can keep track of minutes read for a stocking pull of goodies.

The library will be participating in a Family Reading Night at Allerton Park on Tuesday November 20, 2018 at 6:30 p.m. at the Allerton Mansion.

As a reminder, the library will be closed on Thanksgiving Friday for carpet cleaning.

The irrigation system work continues.

The City of Monticello has mowed the pond and located the gate drain. No further work has been done at this point.

Winters made contact with the Bank of Hawaii concerning the unclaimed Hency Living Trust. At this point the State of Hawaii has just released the cash but they are still waiting the release of the stocks which is holding up the distribution.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

None.

New Business

The property tax levy numbers were reviewed in their legal form. A motion to adopt by Feeney, seconded by Manuel.

6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, and Richardson.

0 NAYS, 1 ABSENT

Motion by Feeney, seconded by Clodfelter that the meeting be adjourned at 4:25 p.m.

The next scheduled Board of Trustees meeting will be held Wednesday, December 5, 2018 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES**

December 5, 2018

The Allerton Public Library District Library Board of Trustees met on Wednesday December 5, 2018 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

Roll Call

Present: Jeff Clodfelter, Luke Feeney, Sue Gortner, Sue Lochbaum, Beth Manuel, Lynn Richardson, and Ellie Tracy.

Absent: Sue Lochbaum.

President's Report

None.

Secretary's Report (Approval of Minutes)

The Secretary's Report was reviewed. The minutes of the November meeting were reviewed. A motion by Clodfelter, seconded by Richardson that they be approved as printed.

6 AYES: Clodfelter, Feeney, Gortner, Manuel, Richardson, and Tracy.

0 NAYS, 1 ABSENT

Correspondence, Communications, Public Comment

None

Financial Report (Approval of Bills Payable)

Manuel gave the Financial Report. Feeney made a motion to approve the bills, seconded by Tracy. Motion carried.

6 AYES: Clodfelter, Feeney, Gortner, Manuel, Richardson, and Tracy.

0 NAYS, 1 ABSENT

Librarian's Report

Winters gave the Librarian's Report. Circulation November was 5,369 with an additional 530 from the library APPs. 1,161 interlibrary loan items borrowed and 1,075 interlibrary loan items loaned. The library had 766 reciprocals. 265 new items were added to the collection and 17 discarded from the collection. There were 6 new patrons and an additional 24 patron renewals for the month of November. Logins to the library's PAC was 5,781. Wi-Fi usage was 462 sessions and Internet usage was 254 sessions.

Program attendance for the month of November was 328 (14 attending adult programs and 314 attending children's programs).

We have 89 children registered for the holiday reading program.

Work on the irrigation system is just about finished. They have yet to bore under the driveway and finish up on some soil work. They should be finished this week.

No action on the detention pond.

There has been an update on the Hency distribution. The bank has received the cash from the trust but is waiting for the State of Hawaii to release the stocks. The bank is now estimating a distribution in January 2019.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

None.

New Business

The 2019 Investment Policy was presented. A motion to adopt was made by Manuel, seconded by Gortner. Policy adopted.

6 AYES: Clodfelter, Feeney, Gortner, Manuel, Richardson, and Tracy.

0 NAYS, 1 ABSENT

A review of the closed meetings minutes. Motion by Feeney, seconded by Manuel that they remain closed. Motion carried.

6 AYES: Clodfelter, Feeney, Gortner, Manuel, Richardson, and Tracy.

0 NAYS, 1 ABSENT

Motion by Feeney, seconded by Clodfelter that the meeting be adjourned at 4:12 p.m.

The next scheduled Board of Trustees meeting will be held Wednesday, January 2, 20189 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary