

**ALLERTON PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES  
September 11, 2024**

The Allerton Public Library District Library Board of Trustees met on Wednesday, September 11, 2024. President Sue Gortner called the meeting to order at 4:00pm.

**ROLL CALL**

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

Absent: Mike Harris

Also in attendance: Sherry Waldrep

**PRESIDENT'S REPORT**

Sue Gortner reported that she attended the BYOB book club and the Cookbook Book Club and both were nice.

**SECRETARY'S REPORT** (approval of minutes)

Review of the August 14, 2024 minutes determined that the personnel committee report was not complete. Need to add "to conduct her performance evaluation and discussed next year's goals and reflections on last year." Sue Lochbaum moved to approve the August 14, 2024 minutes as corrected. Seconded by Beth Manuel. Motion carried.

AYES: Sue Gortner, Sue Lochbaum, Beth Manuel, Jeff Clodfelter, Ellie Tracy

NAYS: 0

ABSTAIN: Lynn Richardson

**CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS**

Beth Manuel had a person tell her that we have such a lovely library except that he was surprised we don't have a stop sign at the end of the driveway.

**FINANCIAL REPORT** (approval of Bills Payable)

Beth Manuel provided the financial report. Our checking account is low so we will need to transfer more money this month to the checking account.

Beth Manuel moved to take 20K from the FSB MMF account and move to the FSB checking account. Seconded by Sue Gortner. Motion carried.

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

NAYS: 0

ABSTAIN: 0

Beth Manuel moved to take 300K from the GLF MMF and put it into a CD. Sue Gortner seconded. Motion carried

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

NAYS: 0

ABSTAIN: 0

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

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

NAYS: 0

ABSTAIN: 0

### **DIRECTOR'S REPORT**

Approached by a school librarian about students using school library cards at the public library which according to SHARE they are not allowed to do. School librarian would like all students to be able to get a library card. Director Waldrep mentioned that an IGA (Intergovernmental Agreement) between the schools and the library would be needed. Director Waldrep will follow up with the librarian.

**STATISTICS:** see spreadsheet.

### **PROGRAMS FROM LAST MONTH:**

#### In person programs:

Adult Bingo – 16

Lap time – 26 (13 kids, 13 adults)

Playtime – 56 (35 kids, 21 adults)

Book a Librarian – 1

Story time – 44 (27 kids, 17 adults)

Pollinator Garden - 15

Knit & Crochet Circle – 4

Summer Reading – 348

Virtual events: None

#### Passive programs:

Adult Activity Packets – 80

### **OTHER ITEMS:**

Had a great summer reading participation – 101 adults, 38 teens, and 209 children. 162 of the participants used their Hartfield Book Company coupon. Fall programming has

begun. New calendar format – one month at a time with detailed highlights of the next month's programs on the backside.

The auditor was at the library Aug 19<sup>th</sup>/20<sup>th</sup>. Audit process is still going. Attended ILA Small and Rural Libraries Board meeting as well as SARL Forum session on Ordinances. Attended Medium Pubs meeting on August 27<sup>th</sup>. Started training with Library IQ, the collections management tool. Weeding necessary collections in preparation for the barcode duplication project which will probably happen in October.

Received a large anonymous \$5K donation for children's items. Also was awarded a \$1K grant from the Heart of Illinois Community Foundation. Information/photos about the library were recently posted on the Community Foundation Facebook page.

Plan to attend one day (October 8) of the ILA conference.

The plumber installed all new faucets in restrooms, new drinking fountains, and a new hot water heater. Discovered a wall hot water heater for the back workspace that is not functioning. We still need to have backflow testing completed.

Emily and I both attended two different sessions on pdf's re: new DOJ accessibility requirements. Soon upgrading to Microsoft 365.

Attended Non-Profit Leaders luncheon at Kirby Medical Center on Friday, August 23. Was one of three libraries given the opportunity to speak about our respective library. Handed out the September activity calendar.

Staff are beginning to complete the required Sexual Harassment Training and Bloodborne Pathogens training which are due at the end of 2024. Staff now trained in CPR/First Aid.

## **COMMITTEE REPORTS**

Financial Committee (Manuel, Richardson, Lochbaum) - none

Personnel Committee (Gortner & Manuel) - Sue Gortner and Beth Manuel shared the Director evaluation and next year's goals with the board.

Policy Committee (Lochbaum & Tracy) - none

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

## **UNFINISHED BUSINESS**

24-25 Budget and Appropriation.

Beth Manuel read the 24-25 Budget and Appropriation Resolution adopting the B & A. Seconded by Sue Lochbaum. Motion carried.

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

NAYS: 0

ABSTAIN: 0

### **NEW BUSINESS**

Serving Our Public Standards - reviewed chapters 5-6.

Recognize that according to chapter 5, we need a capital assets plan. Sue Gortner suggested looking at other libraries to get examples of plans and to add the technology plan to capital assets. Chapter 6 mentions having staff trained on an AED which they all were in August. The library plans to purchase an AED.

### **OTHER**

None

### **ADJOURNMENT**

Jeff Clodfelter moved to adjourn the meeting at 5:13pm. Sue Gortner seconded. The next scheduled Board of Trustees meeting will be held on October 9, 2024 at 4:00pm.

Approved and respectfully submitted by Sherry Waldrep, Acting Secretary, October 9, 2024