

**ALLERTON PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
August 13, 2025**

The Allerton Public Library District Library Board of Trustees met on Wednesday, August 13, 2025. President Sue Gortner called the meeting to order at 4:00pm.

ROLL CALL

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

Absent: Sue Lochbaum, Mike Harris

Also in attendance: Sherry Waldrep

PRESIDENT'S REPORT

President Gortner received an annual letter regarding the TIF district meeting if anyone is interested in attending. The summer reading program went well - congrats to the staff and especially Emily who handled many of the programs. She is concerned about an article that she read in the ILA newsletter about the defunding of IMLS.

SECRETARY'S REPORT (approval of minutes)

Beth Manuel noted that the date was incorrect on minutes that were sent to the board. The date met should be July 9 not July 16. Beth Manuel moved to approve the July 9, 2025 minutes as amended. Seconded by Ellie Tracy. Motion carried.

AYES: Ellie Tracy, Jeff Clodfelter, Beth Manuel, Lynn Richardson

NAYS: 0

ABSTAIN: Sue Gortner

CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS - None

FINANCIAL REPORT (approval of Bills Payable)

Beth Manuel provided the financial report. The checking account balance on the Balance Sheet is low. Beth suggests raising the monthly transfer to 50K. Sue Gortner moved to raise the monthly transfer to 50K, seconded by Lynn Richardson. Motion carried.

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

NAYS: 0

ABSTAIN: 0

One CD is coming due in September, three others in October. For the Working Cash Fund CD, Beth recommends we move about 22K from the MMA to the CD so that the CD is 100,000. Beth will do.

Jeff Clodfelter moved to approve and pay the bills. Seconded by Sue Gortner. Motion carried.

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

NAYS: 0

ABSTAIN: 0

DIRECTOR'S REPORT:

STATISTICS: see spreadsheet

PROGRAMS FROM LAST MONTH:

In person programs: 29

Adult Bingo – 29	Non-fiction book group – 7
BYOB Book Group – 9	Crafternoon - 3
SRP Tuesday Programs – 134	SRP Monday Programs – 161
Story time – 40 (24 kids, 16 adults)	Playtime – 29 (18 kids, 11 adults)
Lap time – 86 (48 kids, 38 adults)	Tween/teen craft - 1

Virtual events: 0

Passive programs: 5

Adult Activity Packets- 75; Adult Try Something Kit-30; Take and Makes: Adult-24; Kids-34; Teen-35.

OTHER ITEMS:

Programming: Summer Reading Program events are over. Had 58 in person programs with 1075 attendees. Approximately 297 kids, teens, and adults completed the reading portion.

Administrative: Audit scheduled for first week of September. Have begun gathering materials the auditor needs. IGA cards for students - currently at 63. As of July 23rd, the loss of revenue is approximately \$1271. This amount was tallied from non-resident cards that were not renewed but instead had an IGA card given out. Attended open house at IHLS on June 22nd and saw the new automatic material handler in process. Attended presentation on Get SMART: Becoming Sensory Minded and Resource Trained at the Vespasian Warner Library on July 17th. Attended a medium-sized public library meeting on July 29th. Attended and moderated an ILA Small and Rural Libraries Forum meeting on Library Insurance basics. Attended Zoom presentation on July 23rd about the new Library Standards which are only available on the ILA website. New structure with checklists should make it easier to go through. Completed and submitted the IPLAR. New laws in effect as of 8/1/25 that pertain to libraries: 1) All libraries shall maintain a supply of opioid antagonists in an accessible location and have at least one trained staff (all staff completed training in April). 2) Nonresident fees may be paid quarterly or biannual basis if permitted by board regulations.

Building: HVAC tech returned and replaced the part we needed.

Technology updates: A new computer was purchased and set up for the Director. A part was needed for staff printer and while it fixed one issue, the issue itself caused another

problem. Printer is functioning though. The camera system software has been upgraded. We can now add more cameras which are needed in the program room and in the adult stacks. Cost approx. \$500 for additional cameras.

Community relations: Attended the Kirby Health and Wellness Expo on July 24th. 207 people stopped by the table to pick up items and to enter a drawing for a gift basket. Renewed mentorship with Sangamon Valley CEO for the 25-26 school year.

Staff: Staff Development Day scheduled for August 13, 2025.

COMMITTEE REPORTS

Financial Committee (Manuel, Richardson, Lochbaum) - none

Personnel Committee (Gortner & Manuel) - met and started director's evaluation

Policy Committee (Lochbaum & Tracy) - none

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

UNFINISHED BUSINESS – None

NEW BUSINESS

B&A – The Budget and Appropriation has been posted for 30 days. Director Waldrep re-checked the starting balance for each fund, and they are all correct. No changes are needed. Final B&A will be voted on next month.

Law Enforcement Procedures – The trustees reviewed a draft procedures document titled 'Response to Law Enforcement Presence on Library Property'. One change needed - it should say library computers not private computers. Director Waldrep will send it to the library's lawyer for review.

The Board reviewed two sections of the revised Illinois Public Library Standards: 1) Technology and 2) Safety & Emergency Preparedness. The only Core standard in Technology that the library is not currently meeting is number 6 – Staff are aware of adaptive features available on library equipment and are able to inform patrons. This is now an action item and staff will be trained. A board member asked if the library would consider having a laptop or tablet available for use in the library – this option is an intermediate standard. With regards to the Safety & Emergency Preparedness standard, Director Waldrep needs to review and update the Emergency and Preparedness manual and create a more comprehensive disaster recovery manual. The board asked to display the emergency floor plan evacuation route in the display case and suggested that the staff do fire drill training and a tornado drill.

OTHER

Director Waldrep told the board that the library will be 130 years old in 2027. She'd like to put a committee together to plan a celebration.

ADJOURNMENT

Jeff Clodfelter moved to adjourn the meeting at 5:25pm. Seconded by Ellie Tracy. The next scheduled Board of Trustees meeting will be held on September 10, 2025 at 4:00pm.

Susan M. Lochbaum
Secretary

Sherry Waldrep
Acting Secretary