

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

The Allerton Public Library District Library Board of Trustees met on Wednesday, April 9, 2025. President Sue Gortner called the meeting to order at 4:00pm.

ROLL CALL

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

Absent: 0

Also in attendance: Sherry Waldrep

PRESIDENT’S REPORT

President Gortner is wondering if MLIS cuts will eventually affect state funding for libraries.

SECRETARY’S REPORT (approval of minutes)

Beth Manuel moved to approve the March 12, 2025 minutes. Seconded by Ellie Tracy. Motion carried.

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

NAYS: 0

ABSTAIN: 0

CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS

None

FINANCIAL REPORT (approval of Bills Payable)

Beth Manuel provided the financial report. Sue Lochbaum moved to approve and pay the bills. Seconded by Mike Harris. Motion carried.

AYES: Sue Gortner, 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: 27

Adult Bingo – 23

Crafternoon - 12

Kids Quick Craft - 76

Lap time – 60 (35 kids, 25 adults)

BYOB Book Group – 7

Sour Dough - 16

Early Out Hangout – 3

Teen/Tween Art Break–1

Cherry & Jerry - 45

Playtime – 36 (23 kids, 13 adults)

Story time – 32 (19 kids, 13 adults)

Super Saturday-Read to Cats - 105

Non-fiction book group – 7

Kids Read at White Heath - 245

Virtual events: 2

Illinois Libraries Presents: Coralie Adams – 1; 9to5: The Story of a Movement – 1

Passive programs: 5

Adult Activity Packets-65; Adult Try Something Kit-25; Take and Makes: Adult-24; Kids-30; Teen-30.

OTHER ITEMS:

Programming: Meeting with Emily and Laura to wrap up plans for summer programming and to discuss fall programming. Purchased items for a new ‘reserve in advance’ program for those wanting a quiet/sensory play atmosphere. Primarily for children. A new story walk story has been put up.

Administrative: Held the annual book sale for 4 days which netted \$705.35. We started with 75 boxes. At the end of the sale, we had 38 boxes left which we distributed as follows- 5 boxes were sent to Better World Books, 1 box of large print to Tatman, 3 boxes to Piatt County jail, 27 boxes to Books for Prisoners book sale, and 2 boxes for food pantry in Champaign. Awarded a microgrant for \$1038 from the Heart of Illinois Community Foundation to be used for the ILA Annual Conference in October. I applied for this grant back in February. Attended SHARE e-Resources Committee meeting. Attended ILA Small and Rural Libraries Forum re: Sun meals to go – summer meals in low-income rural areas. In receipt of communication from city lawyer re: title comments and objections. Filed all the Economic Interest forms with the County Clerk. Compiled all surveys and comments. Have shared with staff and trustees. Comments are welcome. Started work on 25-26 prelim budget, mainly the salary section. Finalized Travel Reimbursement form – updated meals/lodging/travel allotments. Learned the Per Capita Grant comes from the general revenue fund of the State. Regarding IMLS funding cuts – areas that could or will affect us are delivery, the iLEAD Trustee portal, Illinois Libraries Presents, and OCLC.

Building: Had to purchase a new coffee machine for patron use.

Technology updates: Nothing to report

Community relations: Attended March Sangamon Valley CEO Mentor/Mentee meeting.

Staff: Emily attended 13 classes at White Heath school for Kids Read where each student received a book. Charlotte attended a book repair workshop. Held a Staff Meeting on April 2nd. Went through Narcan training with Tony Kirkman. Upcoming days off/vacation for me – April 14-16, May 19-23.

COMMITTEE REPORTS

Financial Committee (Manuel, Richardson, Lochbaum) - Will meet April 25th at 10am.

Personnel Committee (Gortner & Manuel) - none

Policy Committee (Lochbaum & Tracy) - report in New Business
Buildings & Grounds Committee (Clodfelter, Harris, Gortner) - none

UNFINISHED BUSINESS

Resolution and IGA with Monticello School District

Ellie Tracy read the Resolution to enter into an IGA with the Monticello School District that allows greater access for students of the district. Sue Gortner moved to accept the resolution. Seconded by Lynn Richardson. Motion carried.

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

NAYS: 0

ABSTAIN: 0

NEW BUSINESS

Policy revisions

Changes were made to the Library usage policy including Borrowing Privileges for Non-Residents – adding in the verbiage of the law as it pertains to cards for non-residents, Patron Conduct – adding verbiage of what patrons cannot do i.e. photography without permission, removing the words Discipline Policy; and Program Use Policy – removing the verbiage about the deposit as the committee previously decided not to charge a deposit and this was not changed at that time. A sentence was added to this same policy giving performers the ability to sell program-related products.

Sue Gortner moved to accept changes as noted except for the sentence that was going to be removed in the Program Use Policy; this sentence (Programs are not allowed that would disrupt library operations) will remain. Seconded by Beth Manuel. Motion carried.

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

NAYS: 0

ABSTAIN: 0

OTHER

Sue Lochbaum asked about the status of the property donation to the city.

ADJOURNMENT

Jeff Clodfelter moved to adjourn the meeting at 5:23pm. Seconded by Mike Harris. The next scheduled Board of Trustees meeting will be held on May 14, 2025 at 4:00pm.

Respectfully submitted – Sherry Waldrep