

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
January 06, 2021**

The Allerton Public Library District Library Board of Trustees met on Wednesday January 6, 2021 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, Sue Gortner, Mike Harris, Sue Lochbaum, Beth Manuel, Lynn Richardson, and Ellie Tracy.

President's Report

No Report.

Secretary's Report (Approval of Minutes)

The Secretary's Report was reviewed. Motion to approved the minutes as present by Tracy, seconded by Manuel.

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

0 NAYS 0 ABSENT 1

Correspondence, Communications, Public Comment

Financial Report (Approval of Bills Payable)

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

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

0 NAYS 0 ABSENT

Librarian's Report

Circulation for December was 2564. Additional circulation of from the library APPs was not available. 160 items were added in December and 43 discarded. 6 new patrons in December with an additional 27 in patron card renewals. Logins to the SHARE catalog was 2418. We borrowed 1220 items and loaned 622 items in December. We had 120 reciprocals for December.

The library offered a few take n make kits in December for a total of 192 kits picked up. Kids Santa Night Light (33 kits), Kids Mystery Craft (122 kits), Teen Let It Snow Apron (13), and Adult Angel Craft (24).

Library trustee nomination papers have been filed with the County Clerk's Office for the upcoming general election.

The library is getting ready to roll out a new app for the public. RB Digital was bought out by Overdrive. We have subscribed to Rolling Prairie Library System's Library on the

Go. We have purchased additional content and hope to announce this to our patrons late this week or early next week.

A brief discussion about the Kids Card Act which may force the library to make a difficult decision about offering non-resident cards. 95% of our non-residents come from Sangamon Township which is the only township in Piatt County that does not offer library services.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

New Business

Review of the 2021 Investment Policy. A motion by Manuel to adopt, seconded by Lochbaum. Policy adopted.

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

0 NAYS 0 ABSENT

No further business.

Motion by Clodfelter, seconded by Harris that the meeting be adjourned at 4:31 p.m.

The next scheduled Board of Trustees meeting will be held Wednesday, February 3, 2021 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
February 3, 2021**

The Allerton Public Library District Library Board of Trustees met on Wednesday February 3, 2021 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, Sue Gortner, Sue Lochbaum, Beth Manuel, Lynn Richardson, and Ellie Tracy.

Absent: Mike Harris

President's Report

No Report.

Secretary's Report (Approval of Minutes)

The Secretary's Report was reviewed. Motion to approved the minutes as presented by Tracy, seconded by Richardson.

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

0 NAYS 0 ABSENT 1

Correspondence, Communications, Public Comment

Financial Report (Approval of Bills Payable)

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

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

0 NAYS 1 ABSENT

Librarian's Report

Circulation for January was 3067. Additional circulation of from the library APPs was 760. 133 items were added in January and 19 discarded. 6 new patrons in January with an additional 14 in patron card renewals. Logins to the SHARE catalog was 1468. We borrowed 1265 items and loaned 612 items in January. We had 106 reciprocals for January.

The library had a children's take n make kits this past month. 20 scratch and sniff painting kits were picked up.

The library rolled out a new library app services for Allerton Public Library District patrons. The library joined the Rolling Prairie Library System's *Library on the Go* consortium which offers the Overdrive/Libby app Go.

The library has also moved the Valueline Investment Survey from the paper edition to the digital edition. This database has been added to our digital offerings for the Allerton Public Library District patrons.

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 Clodfelter, seconded by Manuel that the meeting be adjourned at 4:20 p.m.

The next scheduled Board of Trustees meeting will be held Wednesday, March 3, 2021 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
March 3, 2021**

The Allerton Public Library District Library Board of Trustees met on Wednesday March 3, 2021 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:04 p.m.

Roll Call

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

Absent: Mike Harris

President's Report

No Report.

Secretary's Report (Approval of Minutes)

The Secretary's Report was reviewed. Motion to approved the minutes as presented by Tracy, seconded by Manuel. Motion carried.

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

0 NAYS 0 ABSENT 1

Correspondence, Communications, Public Comment

Financial Report (Approval of Bills Payable)

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

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

0 NAYS 1 ABSENT

Librarian's Report

Circulation for February was 3798. Additional circulation from the library APPs was 647. 235 items were added in February and 7 discarded. 10 new patrons in February with an additional 28 in patron card renewals. Logins to the SHARE catalog was 1226. We borrowed 1249 items and loaned 660 items in February. We had 234 reciprocals for February.

The library had a couple of take n make crafts this month. 91 packets were picked up.

Overdrive has announced that they will be discontinuing the *RB Digital* platform earlier than they had previously announced. The *RB Digital* platform servers will be shut down on March 31, 2021. This includes the *RB Digital* e-audio, e-books, and e-magazines. Overdrive is expected to issue reimbursement for services lost for the last 3 months of the signed contract. Winters is also working to get reimbursement from the deposit account at *RB Digital* which is approximately \$339.

At this point in time, we are not sure what our options will be for offering e-magazines. Winters has a meeting in mid-March to discuss options. We know that Flipster is far too expensive for our library but there are possibilities with *Libraries on the Go* and *Cloud Library*.

AARP are still unable to offer the annual free tax preparation services. Piatt County is still listed with an epidemic status according to the metrics from Johns Hopkin tracking map. Until that changes the local AARP representative cannot apply to open.

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

The next scheduled Board of Trustees meeting will be held Wednesday, April 7, 2021 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
April 7, 2021**

The Allerton Public Library District Library Board of Trustees met on Wednesday April 7, 2021 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, Sue Gortner, Mike Harris, Sue Lochbaum, Beth Manuel, and Ellie Tracy.

Absent: Lynn Richardson

President's Report

No Report.

Secretary's Report (Approval of Minutes)

The Secretary's Report was reviewed. Motion to approved the minutes as presented by Lochbaum, seconded by Clodfelter. Motion carried.

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

0 NAYS 0 ABSENT 1

Correspondence, Communications, Public Comment

Gortner received correspondence from Aaron Thais representing the City of Monticello's proposed rec center adjacent to the library's property. He was inquiring if the library would be interested in selling the acreage the library does not need in the future. Winters had investigated this when another potential developer had approached the library a couple of years ago about the library's unused acreage. Winters suggested that if the City of Monticello would cover the costs of surveying the property, subdividing the property, and legal fees, perhaps the library could give the land to the City of Monticello. The library only needs to keep a couple of acres for potential expansion but there would be about 2-3 acres that aren't needed. The library trustees were in general agreement with giving the unused acreage to the City of Monticello. Gortner will contact Thais to update him on this matter.

Financial Report (Approval of Bills Payable)

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

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

0 NAYS 1 ABSENT

Librarian's Report

Circulation for March was 4768. Additional circulation from the library APPs was 749 (we lost of statistics from RB Digital when they ceased services). 275 items were added in March and 975 discarded. 8 new patrons in March with an additional 34 in patron card renewals. Logins to the SHARE catalog was 1379. We borrowed 1676 items and loaned 814 items in March. We had 386 reciprocals for March.

The library offered a couple of take n make crafts this month. 93 packets were picked up (77 for children and 16 for teens).

The library has expanded the open hours as now that most of the library staff are fully vaccinated. Library hours are now: Monday 9-7, Tuesday 9-6, Wednesday (curbside services only 9-6), Thursday 9-7, Friday 9-6, and Saturday 9-1.

Going along with changes in services, the library will not only be quarantining returned library materials for 3-5 days.

Many of the library directors in the area have been discussing permanent changes in library hours. This is partly due to changes in ways that patrons get their library materials as well as the continued raise in minimum wage. Many libraries are cutting their evening hours and weekend hours. Winters asked the trustees to think about modifying our permanent hours. Monday and Thursday evenings are till 9:00 p.m. – that is late. Consider closing at 7:00 p.m. as there is very little traffic after that time. Also consider closing in the afternoon on Saturdays at 1:00 p.m. Saturday afternoons have historically been very slow so we must consider if it is work paying 2 people to stay in the afternoon if we don't have the patron traffic. So to summarize the proposal for permanent hours would be: Monday 9-7, Tuesday 9-6, Wednesday 9-6, Thursday 9-7, Friday 9-6, Saturday 9-1, and Sunday 1-5. We would be open to the public 55 hours instead of 63 hours. We will continue this discussion at the next meeting.

Winters read correspondence from the Sangamon Township Supervisor about the possibility of contracting or taxing for library services. At this time Sangamon Township feels that they do not have sufficient funds to contract for service and believes that if a referendum was presented to tax for library service that it would not pass.

The library's story walk project is moving forward again (after 5 years). Brett Baker with the City of Monticello has been out to the library and walked the path with Stoerger a few weeks ago. To move forward we need an intergovernmental agreement with the City of Monticello. Winters contacted our attorney to draft an agreement. This is very exciting as we have worked very hard on this project. The library has purchased the story signs to be installed by the City of Monticello. The library then would be responsible for changing the story books on a quarterly basis.

An update from last month on the demise of RB Digital for our magazine content. The Cloud Library's offering for magazines is just too expensive for many libraries in the group (our library included). Library on the Go consortium (which we are member) has an offering for magazine content and it is VERY reasonable. Our costs would be between \$300-\$500 per year. Winters was on the Libby app this weekend and the magazines are already being offered. This is excellent news for our patrons who prefer reading e-magazines.

Illinois Heartland Library System has asked libraries to view the information on SOLUS which is a mobile app for the library systems. This app is awesome! IHLS is willing to cap the cost per library at \$100 for the first 3 years (IHLS picking up the remainder of the cost with reserved funds). Individual libraries could add content and brand the app for an additional cost. Added content could be our library apps and online databases. Branding could be our logo, hours, directions, library events calendar, links to our social media, searching OPAC, your account review, renewals, etc. In the near future they will be adding the ability to pay fees through Apple Pay and Google Pay. More information to follow.

Changes in staffing.

Cara Stoerger gave her notice that she will be leaving the library with her last day being Friday April 9, 2021. She is leaving the public service sector and moving to a tech job. She is willing to continue to contract for web services, digital content, and online resources at \$25 per hour. This will be very helpful.

Lorrie Taylor gave her notice to retire on May 31, 2021 after 20+ years of service. She has been working on training a current employee with patron data entry, periodicals, and item data entry.

And lastly, Winters gave her intent to retire on August 31, 2021 after 40+ years of service. Winters will be here through the summer to see that the year-end income & expenses are filed, the 2021-22 budget is passed, the 2021-22 budget & appropriation ordinance is prepared and posted, and that the audit is completed before August 31st. The library is in good shapes both physically and financially.

A search committee (Gortner and Tracy) was formed and they will meet on Monday April 12, 2021 at 9:00 to prepare an advertisement for the library director's position. The advertisement will be posted at the Illinois Heartland Libraries System and Reaching Across Illinois Library System as well as on the library's website. Ideally it would be great to have someone by mid-July so they could work with Winters to make the transition as smooth as possible.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

New Business

The intergovernmental agreement with the City of Monticello for the Story Walk was discussed in detail. A motion to approve and sign the agreement by Gortner, seconded by Harris. Motion passed. The agreement will now go forward to the City of Monticello for the consideration.

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

0 NAYS 1 ABSENT

No further business.

Motion by Clodfelter, seconded by Harris that the meeting be adjourned at 5:15 p.m.

The next scheduled Board of Trustees meeting will be held Wednesday, May 6, 2021 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
May 5, 2021**

The Allerton Public Library District Library Board of Trustees met on Wednesday May 5, 2021 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:031p.m.

Roll Call

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

Absent: Mike Harris.

President's Report

No Report.

Secretary's Report (Approval of Minutes)

The Secretary's Report was reviewed. Motion to approved the minutes as presented by Richardson, seconded by Tracy. Motion carried.

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

0 NAYS 0 ABSENT 1

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 Clodfelter. Motion carried.

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

0 NAYS 1 ABSENT

Librarian's Report

Circulation for April was 4314. Additional circulation from the library APPs was 825. 464 items were added in April and 1025 discarded. 6 new patrons in April with an additional 23 in patron card renewals. Logins to the SHARE catalog was 1267. We borrowed 1490 items and loaned 734 items in April. We had 431 reciprocals for April.

This is the last day the library will offer a dedicated curbside pickup day. The library will be closed next Wednesday for the annual maintenance day. Beginning Wednesday May 19, 2021 we will begin opening back up on Wednesdays.

Following up on the discussion from last month about permanently changing library hours Gortner made a motion, seconded by Tracy that the library change permanent hours in June. Those hours will be Monday 9-7, Tuesday 9-6, Wednesday 9-6, Thursday 9-7, Friday 9-6, Saturday 9-1, and Sunday 1-5. Motion carried.

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

0 NAYS 1 ABSENT

The smaller HVAC unit that services the server room will need to be replaced. The compressor, condenser, and mother board has failed and the 5-year warranty is past. The estimated cost to replace will be \$5,000-\$6,000. They hope to have the unit this Friday and install next week. They will need to bring a crane in to lift the unit on the roof.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

Lochbaum suggested that now that the library has received the last of the Hency money we should talk about signage in front of the library property. Winters noted that subdivision by-laws may not allow for a lighted sign. Discussion followed about perhaps signage on a rock would be better as it may not block visibility when pulling out of the library property, it would most likely not be damaged by a mower or snowplow, and that it wouldn't necessarily require lighting. Lochbaum and Manuel will serve on this committee to investigate this. Gortner noted that the library most likely would have to have a City permit to put the signage up.

New Business

The intergovernmental agreement with the City of Monticello for the Story Walk is stalled for now. We will need to wait on the City of Monticello before moving forward.

Winters also received a phone call from City Superintendent Terry Summers confirming that we had a conversation with Aaron Thais (who was representing the rec center

committee) about the library's un-used acreage. Winters confirmed that the conversation was held and that the library would be willing to donate the un-used acreage if the City of Monticello would cover the costs of surveying the property, subdividing the property, and legal fees.

No further business.

Motion by Clodfelter, seconded by Tracy that the meeting be adjourned at 4:42 p.m.

The next scheduled Board of Trustees meeting will be held Wednesday, June 2, 2021 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
June 2, 2021**

The Allerton Public Library District Library Board of Trustees met on Wednesday June 2, 2021 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, Sue Gortner, Mike Harris, Sue Lochbaum, Beth Manuel, Lynn Richardson, and Ellie Tracy.

President's Report

No Report.

Secretary's Report (Approval of Minutes)

The Secretary's Report was reviewed. Motion to approved the minutes as presented by Tracy, seconded by Manuel. Motion carried.

7 AYES: Clodfelter, Gortner, Harris, 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. Clodfeltr made a motion to approve the bills, seconded by Richardson. Motion carried.

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

0 NAYS 0 ABSENT

Librarian's Report

Circulation for May was 4350. Additional circulation from the library APPs was 949. 317 items were added in May and 288 discarded. 12 new patrons in May with an additional 32 in patron card renewals. Logins to the SHARE catalog was 3998. We borrowed 1349 items and loaned 654 items in May. We had 494 reciprocals for May.

Tech Electronics is phasing out the 3G communicator. They will need to install new 4G equipment (and most likely 5G in the future). One option they offered was a subscription based service which will cost us an additional \$40 per year which places the burden of replacing outdated equipment on the company instead of the library. A contract has been signed to begin the subscription based service this month.

A compressor on one of the larger HVAC units has gone bad. A replacement has been ordered and should be installed this week or next.

The Summer Reading Program has begun. Independent Reading will be similar to last year where patrons will log in their time through Reader Zone. Prizes will be awarded when the patron meets their goals. Independent Reading runs in June and July. Also we will be offering take and makes each week for 6 weeks.

A few changes occurred on June 1, 2021. More seating was added in the library, newspapers are now back out for viewing, coffee service available, and the indoor book return is open. We will still be distancing, the water fountain is still closed, and we are asking patrons and staff to continue wearing masks for now as we have many more children in the library and they are for the most part unvaccinated.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

Intergovernmental agreement for the Story Walk. No action. The City of Monticello had sent over a brand new contract which our attorney reviewed. Changes and concerns were sent back to the City of Monticello on May 20, 2021 but there has been no communication from them.

Library Director search committee met. The top two candidates will be interviewed by board members. A discussion about what dates would work the best for all. Winters will contact the candidates to see if they are available on Wednesday June 9, 2021. One could be scheduled for 5:30 and the second could be scheduled for 7:00. That would give an hour for each with 30 minutes for discussion. After interviews references can be called and a vote can be made at the July 7, 2021 meeting.

Library signage committee shared information. Manuel checked with Jason at Boulder Designs. They use enhanced concrete and the signage would be approximately 4-5 feet. The cost is estimated to be under \$2,000 for the sign alone. She further talked with Clay Dubson with the City of Monticello about the permit fee for signage which might be waived. It is hoped we can place the sign in the same place as the old Carle Clinic sign as we already have landscaping there. If we can, we could have the low growing evergreen taken out, place the sign, and rock it. That bed already has a nice brick border that is in good shape. There may be an issue as the old sign and landscaping appears to be

on the City of Monticello right of way. Manuel will follow up with the City of Monticello.

New Business

Oath of Office for recently elected trustees were given to Manuel and Lochbaum.

The Policy Manual updates were reviewed. The changes include the new library hours as discussed last month, changing the age that children can get library cards to kindergarten (from 1st grade), changing the age children can use the computers to 8 years old (from 10 years old), and our new taxing rate for library services as provided by the County.

A motion by Lochbaum, seconded by Harris that the changes be approved. Motion carried.

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

0 NAYS 0 ABSENT

The Library Board of Trustees Meeting Ordinance 2021-2022 was reviewed. A motion by Clodfelter, seconded by Tracy that it be adopted. Ordinance adopted.

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

0 NAYS 0 ABSENT

Days the Library Will Be Closed 2021-2022 was reviewed. A motion by Manuel, seconded by Lochbaum that they be approved. Motion carried.

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

0 NAYS 0 ABSENT

Tentative Budget 2021-2022 was reviewed in detail. The tentative budget will be voted on at the July 7, 2021 meeting.

Half Year Reviewed of the Closed Meeting Minutes was reviewed. Motion by Lochbaum, seconded by Richardson that they remain closed. Motion carried.

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

0 NAYS 0 ABSENT

No further business.

Motion by Clodfelter, seconded by Harris that the meeting be adjourned at 5:25 p.m.

The next scheduled Board of Trustees meeting will be held Wednesday, July 7, 2021 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
June 17, 2021**

The Allerton Public Library District Library Board of Trustees met on Wednesday June 17, 2021 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, Sue Gortner, Mike Harris, Sue Lochbaum, and Beth Manuel.

Absent: Lynn Richardson and Ellie Tracy.

Correspondence, Communications, Public Comment

None.

Business

A motion to go into closed session to discuss the employment of a new Library Director by Lochbaum, seconded by Harris. Motion carried. The time is 4:02 p.m.

5 AYES: Clodfelter, Gortner, Harris, Lochbaum, and Manuel

0 NAYS and 2 ABSENT

Back into open session. The time is 4:22.

A motion by Manuel, seconded by Lochbaum that we offer our first choice candidate the full-time Library Director position at \$45,000 per year. Motion carried.

5 AYES: Clodfelter, Gortner, Harris, Lochbaum, and Manuel

0 NAYS and 2 ABSENT

Winters will make contact with the candidate.

No further business.

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

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
July 07, 2021**

The Allerton Public Library District Library Board of Trustees met on Wednesday July 7, 2021 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, Sue Gortner, Mike Harris, Sue Lochbaum, Beth Manuel, Lynn Richardson, and Ellie Tracy.

President's Report

No Report.

Secretary's Report (Approval of Minutes)

The Secretary's Report was reviewed. Motion to approved the minutes from the June 2, 2021 meeting and June 17, 2021 meeting with the correction of the one misspelling of the Clodfelter name in the June 2, 2021 meeting by Gortner, seconded by Tracy. Motion carried.

7 AYES: Clodfelter, Gortner, Harris, 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. Richardson made a motion to approve the bills, seconded by Tracy. Motion carried.

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

0 NAYS 0 ABSENT

Librarian's Report

Circulation for June was 5513. Additional circulation from the library APPs was 805. 329 items were added in June and 177 discarded. 27 new patrons in June with an additional 48 in patron card renewals. Logins to the SHARE catalog was 4382. Internet usage was 96 and Wi-Fi sessions was 211. We borrowed 1411 items and loaned 694 items in June. We had 712 reciprocals for June.

The auditor will be here the week of August 9, 2021.

Lap Time and Story Time sessions will resume in August 2021.

Kona Ice will be here on Saturday August 7, 2021 from 10:00-12:00 as a finale for the summer reading program.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

A short discussion about the intergovernmental agreement with the City of Monticello in regards to the library's Story Walk. The library attorney has reviewed the documents for the Story Walk as provided by the City of Monticello. Terry Summers at the City of Monticello had reported that if we agree to sign the agreement he will be presented to the alderman at their meeting at the end of July. After the City of Monticello approves the agreement in its final format, the library will sign this agreement so we can finally move forward with the Story Walk.

The first choice Library Director candidate has accepted the position. A motion by Lochbaum, seconded by Manuel that Sherry Waldrep be hired at a salary of \$45,000 plus benefits to start on Monday August 2, 2021. A roll call vote was taken. Winters will contact Waldrep.

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

0 NAYS 0 ABSENT

Manuel reported on the library signage project. She has spoken with both Clay and Jim at the City of Monticello and there will be no easement issues with the signage and that they City of Monticello will waive the permit fee. Manuel will make contact with the signage company for more particulars. A motion by Richardson, seconded by Harris that we process forward with the project. Motion carried.

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

0 NAYS 0 ABSENT

New Business

The Tentative Budget for 2021/2022 was reviewed. A motion by Clodfelter, seconded by Harris that the tentative budget be passed as presented. Motion carried.

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

0 NAYS 0 ABSENT

No further business.

Motion by Manuel, seconded by Lochbaum that the meeting be adjourned at 4:42 p.m.

The next scheduled Board of Trustees meeting will be held Wednesday, August 4, 2021 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
August 4, 2021**

The Allerton Public Library District Library Board of Trustees met on Wednesday August 4, 2021 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, Sue Gortner, Mike Harris, Sue Lochbaum, Beth Manuel, Lynn Richardson, and Ellie Tracy.

President's Report

No Report.

Secretary's Report (Approval of Minutes)

The Secretary's Report was reviewed. Motion to approved the minutes from the July 7, 2021 meeting by Tracy, seconded by Harris. Motion carried.

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

0 NAYS 0 ABSENT

Correspondence, Communications, Public Comment

A warm welcome to new Library Director Sherry Waldrep who started on Monday. She will be working with Winters this month to cross-train.

Financial Report (Approval of Bills Payable)

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

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

0 NAYS 0 ABSENT

Librarian's Report

Circulation for July was 5934. Additional circulation from the library APPs was 956. 310 items were added in July and 47 discarded. 20 new patrons in July with an additional 69 in patron card renewals. Logins to the SHARE catalog was 4781. We borrowed 1590 items and loaned 774 items in July. We had 593 reciprocals for July.

The auditor will be here on Wednesday August 11, 2021.

Lap Time and Story Time sessions will be virtual for the month of August.

Kona Ice will be here on Saturday August 7, 2021 from 10:00-12:00 as a finale for the summer reading program.

There will be meet and greet on Wednesday August 18, 2021 for new Library Director Sherry Waldrep at the library. This will give patrons a chance to come in to visit with the new director.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

The City of Monticello has finally approved the intergovernmental agreement in regards to the library's Story Walk. The library has signed the contract and it now moves back to the City of Monticello for their signature. After the City of Monticello signs the contract, they will return a counter signed copy back to the library. At that point the City of Monticello will "endeavor" to install the provided signs in 60 days.

Manuel reported on the library signage. She has been in contact with Boulder Designs. She provided proofs for the trustees to review. The signage is approximately 4 foot by 5 foot. The library's name and address will be printed on both sides. After a quick hand vote it was decided that the preferred shape is the jagged rectangular, the stone color would be tan/taupe with black title-cased lettering. Production would be approximately 4-5 weeks after ordering. The permit has already been filed with the City of Monticello (who waived the fee for the library). A motion by Lochbaum, seconded by Richardson that we order the signage immediately. Motion carried.

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

0 NAYS 0 ABSENT

New Business

The Budget & Appropriation Ordinance has been posted at the library. Trustees will vote on this next month.

Appointment of Authorized Agent for Illinois Municipal Retirement System. The following resolution was read aloud.

Effective August 31, 2021 Lisa Winters will be removed as the authorized agent for I.M.R.F. on behalf of Allerton Public Library District. Sherry Waldrep is hereby

appointed as the authorized agent for I.M.R.F. on behalf of Allerton Public Library District effective September 1, 2021.

It was moved by Manuel, seconded by Tracy. Resolution will be filed with I.M.R.F.

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

0 NAYS 0 ABSENT

No further business.

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

The next scheduled Board of Trustees meeting will be held Wednesday, September 1, 2021 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

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

10/6/2021

The Allerton Public Library District Board of Trustees met on Wednesday October 6, 2021. The meeting was called to order by President Sue Gortner at 4:02pm

ROLL CALL

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

PRESIDENT'S REPORT

Thanks to the sign committee for getting the library boulder sign installed. It weighs 1600 lbs. There is one pipe that secures the sign as it does need to be able to breakaway. Thanks to everyone who was able to attend Lisa's retirement dinner.

SECRETARY'S REPORT (approval of minutes)

The minutes from the September 1, 2021 meeting were reviewed. There is one correction - under the Librarian's Report - Audit/Finance. The minutes currently read Ellie Tracy asked a question. The correct name should be Sue Lochbaum. There were no other additions or corrections.

Mike Harris moved to accept the minutes as amended. Lynn Richardson seconded. Motion carried.

6 AYES: Richardson, Manuel, Lochbaum, Harris, Gortner, and Clodfelter

0 NAYS, 1 ABSENT

CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS

Sue Lochbaum mentioned she has heard nice comments about the new boulder sign.

FINANCIAL REPORT (approval of Bills Payable)

Manual gave the financial report. All staff are signed up for direct deposit. No other changes to payroll.

Sue Lochbaum made a motion to approve the bills, seconded by Mike Harris. Motion carried.

6 AYES: Richardson, Manuel, Lochbaum, Harris, Gortner, and Clodfelter

0 NAYS, 1 ABSENT

LIBRARIAN'S REPORT

The Director presented a new Excel spreadsheet containing numerous circulation and other important statistics. A few items were highlighted. Total circulation of both digital and regular materials in September was 12,581, this included ILL to others. The library's total collection size is 35,113. Another new statistic that will be tracked monthly is the number of registered patrons. In September the number totalled 2,841 which includes those whose cards have expired. The

number of active records is 1246. More information is available with regards to Cards for Kids and will be discussed at the November meeting.

Both Laptime and Storytime are being held outside during the month of October.

COMMITTEE REPORTS

Financial Committee (Manuel & Richardson) - no report.

Personnel Committee (Gortner & Lochbaum) - no report.

Policy Committee (Lochbaum & Tracy) - no report.

Buildings & Grounds Committee (Clodfelter & Harris) -

Jeff Clodfelter has a contact name for window washing. The Director will call to get an estimate.

UNFINISHED BUSINESS

None

NEW BUSINESS

2021 Levy

Numbers for the 2021 Levy were reviewed and discussed. The numbers will be forwarded to the lawyer in order to be put in the legal form of an ordinance. The 2021 Tax Levy Ordinance will then be presented at the November meeting.

Staff Covid Guidelines

A draft of Allerton Public Library Employee Covid Information and Guidelines was reviewed and discussed. An addition to the guidelines is the requirement that any staff who has been in isolation due to a positive COVID test must present a negative test to the Director before returning to work. Regarding leave absences, a decision was made that henceforth, the Board of Trustees agrees to pay for up to 10 days of sick time within one calendar year due to a staff person who can't work because of self quarantine, self isolation or caring for a family member due to COVID-19.

Sue Gortner made a motion to accept the guidelines as discussed. Mike Harris seconded.

Motion carried.

6 AYES: Richardson, Manuel, Lochbaum, Harris, Gortner, and Clodfelter

0 NAYS, 1 ABSENT

No further business.

MOTION TO ADJOURN - Jeff Clodfelter made a motion to adjourn the meeting, seconded by Mike Harris. The meeting adjourned at 5:27 p.m.

The next scheduled Board of Trustees meeting will be held Wednesday November 3, 2021 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Sherry Waldrep
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
NOVEMBER 3, 2021**

The Allerton Public Library District Board of Trustees met on Wednesday November 3, 2021 at 4:00p.m. The meeting was called to order by President Sue Gortner at 4:02pm

ROLL CALL

PRESENT: Tracy, Manuel, Harris, Gortner, Clodfelter

ABSENT: Richardson, Lochbaum

PRESIDENT'S REPORT

No report

SECRETARY'S REPORT (approval of minutes)

There were no corrections to the October minutes. Beth Manuel made a motion to approve the October 6, 2021 minutes, seconded by Mike Harris.

4 AYES: Manuel, Harris, Gortner, Clodfelter

0 NAYS

1 ABSTENTION: Tracy

ABSENT: Richardson, Lochbaum

CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS

Beth Manuel mentioned a conversation with a local banker who stated that the family chose to build a house in the Appletree subdivision because the library is near.

FINANCIAL REPORT (approval of Bills Payable)

Beth Manuel gave the financial report. There are two certificates of deposit that are coming due this month. She will take care of them.

Mike Harris moved to approve the bills, 2nd by Jeff Clodfelter. Motion carried.

5 AYES: Tracy, Manuel, Harris, Gortner, Clodfelter

0 NAYS

ABSENT: Richardson, Lochbaum

LIBRARIAN'S REPORT

Sherry Waldrep gave the Librarian's Report. She pointed out that there was an error in the total circulations for September on the monthly stats spreadsheet. The number should have been 6,785. Total circulation for October was 6,838. The library has a total of 35,229 items. The number of registered patrons also includes patrons whose cards have expired. There are about 1200 active patrons.

Programs: Storytime and Laptime for the month of October were outside. November and going forward, they will be held in person in the program room. We are doing limited in-person programs and still requiring masks. We had 116 people during the Safe Halloween Trick or Treat. Take and Make crafts will continue. Other upcoming programs include Bingo, Going on a Leaf Hunt, Bookworm Buddies, and Family Reading Night.

The SHARE app is available for patrons to use. Bookmarks near the circulation desk provide details on how to download the app as well as it's uses.

Waldrep met with a Records Archivist from the Illinois State Library. The library will be getting a new Records List. A list was also created of records to be disposed of which has been approved by the State Library. Records will be shredded using the library's shredder.

A middle school student shadowed various staff for a day as part of a class project.

Fall maintenance has almost been completed - the fire alarms have been tested, new backup batteries installed, and the HVAC system serviced. An inducer motor needed to be replaced on one of the HVAC units. Window cleaning is scheduled for November 29.

Our tech person is working on upgrading the staff to Office 365.

COMMITTEE REPORTS

Financial Committee - no report

Personnel Committee - no report

Policy Committee - no report

Buildings & Grounds Committee

The committee met on Friday October 22, 2021 at 2pm. The members started outside and reviewed the parking lot, windows, and the grassy strip near the employee parking and drive through book drop area. That area has a number of ruts, loss of grass and soil. The committee discussed options and thought that filling with rock would be the best. The library director will contact the landscaper to get an estimate for rocks. While the parking lot has some cracking it will be monitored. The flag pole needs a flag as the current one is fraying. The inside building was reviewed as well. A few items to note - a few discolored ceiling tiles, grout cracks, and dirty windows. The windows are set to be cleaned at the end of November. Will work on putting together a capital plan so that the board can know of possible expenditures ahead of time.

Snow removal contract with Hedge to Edge has been signed - the rate is the same as last year.

UNFINISHED BUSINESS

The board reviewed the Annual Tax Levy Ordinance. Beth Manuel moved to accept the Tax Levy Ordinance, seconded by Mike Harris. Motion carried.

5 AYES: Tracy, Manuel, Harris, Gortner, Clodfelter

0 NAYS

ABSENT: Richardson, Lochbaum

The Library credit card has been approved through the State Bank of Bement with a credit limit of \$5000. The Library Director is the only authorized user. Treasurer, Beth Manuel, will review the statements.

NEW BUSINESS

Cards for Kids

Because Allerton Public Library offers non-resident cards to those living outside of Monticello Township, the library also has to offer Cards for Kids. The Cards for Kids law (23 Illinois Code 3050.75) states that libraries can not charge a non-resident library fee for children preschool (ages 3-5) through 12th grade who receive reduced or free lunch and whose principal residence is not within the library service area. The Cards for Kids act only provides library cards for children. Parents will need to provide a document that states that their child(ren) receives free or reduced lunch. The same guidelines for getting a library card apply - photo identification and address verification. The Library Director will develop a certification form and will contact the school administration and school librarians regarding this program.

Per Capita Grant

In order to apply for the FY22 Per Capita Grant which is due January 15, 2022, the board must review the checklists at the end of each chapter in the resource *Serving Our Public 4.0: Standards for Illinois Public Libraries*. The Board reviewed and discussed the checklists at the end of chapters 2, 3, 4, and 5.

OTHER

none

MOTION TO ADJOURN

Jeff Clodfelter made a motion to adjourn the meeting which was seconded by Mike Harris. The meeting adjourned at 5:24pm.

The next scheduled Board of Trustees meeting will be held Wednesday, December 1, 2021 at 4:00pm.

Susan M. Lochbaum
Secretary

Sherry Waldrep
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
DECEMBER 1, 2021**

The Allerton Public Library District Library Board of Trustees met on Wednesday December 1, 2021 at 4:00pm. The meeting was called to order by President Sue Gortner at 4:00pm.

ROLL CALL

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

Absent: Mike Harris

PRESIDENT'S REPORT

Glad to see the Story Walk up. Great addition to the walking path.

SECRETARY'S REPORT (approval of minutes)

Tracy moved to accept the November 3, 2021 minutes as written. Seconded by Manuel. Motion carried.

AYES: Tracy, Manuel, Gortner, Clodfelter

NAYS: 0

ABSENT: Harris

ABSTENTION: Lochbaum, Richardson

CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS

Director Sherry Waldrep received a nice thank you letter from the middle school student who had job shadowed the staff in October.

FINANCIAL REPORT (approval of Bills Payable)

Manuel gave the financial report. Two certificates of deposit were recently renewed, one at First State Bank and the other at State Bank of Bement. Both renewed for one year at .3%.

Richardson moved to approve the bills. Seconded by Sue Lochbaum

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

NAYS: 0

ABSENT: Harris

LIBRARIAN'S REPORT

Director Waldrep mentioned a few upcoming programs: All Ages Take and Make Ornaments, Santa Story Time on Saturday, December 11 from 10am-12pm and the upcoming Winter Reading Bingo starting on Saturday, December 18.

Mailing labels were received from the school district to help with the Cards for Kids letter. A letter will soon be drafted and sent to the parents of those kids who qualify and that are not serviced by another library.

A staff meeting was held in November and will hold one every other month.

The Board discussed the employee health insurance renewal and decided to remain with the current health insurance plan.

Director Waldrep stated the library had been approached by contractors from IL FEMA about setting up a COVID-19 vaccine clinic. The board discussed and agreed that there seem to be other local options for people to get vaccinated. Waldrep will contact them to decline.

The exterior building windows have been cleaned inside and outside. The carpet has also been cleaned.

COMMITTEE REPORTS

Financial Committee (Manuel & Richardson) - none

Personnel Committee (Gortner & Lochbaum) - none

Policy Committee (Lochbaum & Tracy) - none

Buildings & Grounds Committee (Clodfelter & Harris) - none

UNFINISHED BUSINESS

The staff COVID guidelines need to be changed as a person may not be able to present a negative test after having been diagnosed with COVID-19 especially if they are immunocompromised. Manuel motioned to remove the statement "In addition, a negative test result must be presented to the Director". Seconded by Sue Gortner. Motion carried.

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

NAYS: 0

ABSENT: Harris

Director Waldrep, Gortner and Clodfelter have been in discussion with Terry Summers from the City of Monticello regarding the proposed Oberheim Recreation Park. The City would like more land to the west and also to the south of the library which would include the retention pond area. Discussion from the Board included concerns about parking, easements, and making sure the library is legally protected. The Board supports the City moving forward with a feasibility study. Clodfelter motioned that the BOT is willing to work with the City of Monticello and the project given what we know about it at this point. Seconded by Sue Gortner. Motion carried.

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

NAYS: 0

ABSENT: Harris

The Board continued to go through checklists in the publication *Serving Our Public* to meet the requirements for the FY22 Per Capita Grant. At this meeting, the Board reviewed and discussed Chapter 6, 7, 8, and 9.

NEW BUSINESS

Investment Policy - Clodfelter made a motion to adopt the 2022 Investment Policy. Seconded by Tracy. Motion carried.

AYES: Tracy, Manuel, Gortner, Clodfelter, Lochbaum, Richardson
NAYS: 0
ABSENT: Harris

Closed Session Minutes - Sue Gortner made a motion to keep these minutes closed. Seconded by Richardson. Motion carried.

AYES: Tracy, Manuel, Gortner, Clodfelter, Lochbaum, Richardson
NAYS: 0
ABSENT: Harris

OTHER - none

No further business. Clodfelter made a motion to adjourn the meeting. Seconded by Manuel. Meeting adjourned at 5:37pm.

The next scheduled Board of Trustees meeting will be held on January 5, 2022 at 4:00pm.

Susan M. Lochbaum
Secretary

Sherry Waldrep
Acting Secretary