

**ALLERTON PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
February 12, 2025**

The Allerton Public Library District Library Board of Trustees met on Wednesday, February 12, 2025. President Sue Gortner called the meeting to order at 4:01pm.

ROLL CALL

Present: Sue Gortner, Sue Lochbaum, Jeff Clodfelter, Ellie Tracy

Absent: Lynn Richardson, Beth Manuel, Mike Harris

Also in attendance: Sherry Waldrep

PRESIDENT'S REPORT

Nothing to report

SECRETARY'S REPORT (approval of minutes)

Jeff Clodfelter moved to approve the January 8, 2025 minutes. Seconded by Ellie Tracy. Motion carried.

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

NAYS: 0

ABSTAIN: 0

CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS

Director Waldrep received two thank you letters, one from a patron she helped with a resume and cover letter and the other from Sangamon Valley CEO for the resume writing presentation she did. The staff have heard positive comments from patrons who have filled out the Community Survey.

FINANCIAL REPORT (approval of Bills Payable)

Director Waldrep provided the financial report. Sue Gortner moved to approve and pay the bills. Seconded by Ellie Tracy. Motion carried.

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

NAYS: 0

ABSTAIN: 0

DIRECTOR'S REPORT

PROGRAMS FROM LAST MONTH:

In person programs:

Adult Bingo – 11	Adult movie – 0	Crafternoon - 4
Lap time – 33 (17 kids, 16 adults)	Kid's movie – 3	BYOB Book Group – 10
Playtime – 61 (35 kids, 26 adults)	Non-toxic cleaners-4	Teen/Tween D&D – 8
Story time – 38 (22 kids, 16 adults)	Meal Planning – 10	Kids Builder Club – 30
Teen/Tween Art Break – 1	Non-fiction book group – 7	
Super Saturday: Nat'l Pizza Day Scavenger Hunt - 30		

Virtual events: 2

ILP – Dolinsky – 3, Buteau - 1

Passive programs:

Adult Activity Packets-70; Adult Try Something Kit-30; Adult Take and Make-25; Kids Take and Make-30; Teen Take and Make-30.

OTHER ITEMS:

Winter/spring programming is going well. Adding a new adult brain health program in March called Wits Workout.

Compiled and submitted a Records Disposal Request which has been approved. Compiled and submitted the Per Capita Grant application. Completed and submitted the Illinet Interlibrary Loan and Reciprocal Borrowing Statistical Survey. Completed and submitted the Annual Library Certification. Completed annual FOIA and OMA training. Working on streamlining the Reimbursement for Travel form with new rates and few other sections. Created a Community Survey for Allerton Public Library, seeking input on importance of library services, why people visit the library, how they hear about library happenings. Also provided space for what the library could offer than currently does not. Will collect for approx. two weeks, more if necessary and will tally responses. Report in March. Sent 36 households (55 kids) in Sangamon Township/non-served areas east of Monticello township a letter about Cards for Kids. Two previous CFK have renewed their cards. Wrote and submitted the Dollar General summer reading program grant application. Met with lawyer re: property transfer. Received additional quote from CORE Construction for parking lot repairs.

Had the capacitors replaced on the three units (RTU 1, 2, and 4) that needed it. Determined that RTU 4 also needed an inducer pressure switch. Still waiting for heat exchanger.

Scott assisted the AARP Tax Program service by setting up a secure portal they can login to.

Attended the Sangamon CEO Mentor/Mentee meeting. Presented a Resume Writing workshop to the Sangamon Valley CEO students at the library. Met w/Sages Read Committee to determine book challenges for 2025.

Staff meeting on Wednesday February 12.

COMMITTEE REPORTS

Financial Committee (Manuel, Richardson, Lochbaum) -none

Personnel Committee (Gortner & Manuel) - none

Policy Committee (Lochbaum & Tracy) - none

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

UNFINISHED BUSINESS

None

NEW BUSINESS

Cards for students

Discussion about possible IGA with the school district to provide library cards for any eligible student living in an area not serviced by a library. Will try for a year. Board discussed the following stipulations - parents must come to the library to sign up their children; the school needs to be responsible for lost/damaged items; the card would only be for eligible students and their use, no staff; and the library needs to approve any correspondence that is sent to the parents regarding library cards. The library will cover costs related to the processing of the cards. All school aged youth that live in the school district will be eligible.

Parking lot repairs

A quote was received from CORE Construction re: replacing the concrete at the front entry approach. Director Waldrep will check with the city to determine if this is library or city responsibility.

OTHER

None

ADJOURNMENT

Jeff Clodfelter moved to adjourn the meeting at 5:22pm. Seconded by Sue Lochbaum. The next scheduled Board of Trustees meeting will be held on March 12, 2025 at 4:00pm.

Respectfully submitted by Sherry Waldrep, Acting Secretary, March 12, 2025