

**ALLERTON PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES  
July 12, 2023**

The Allerton Public Library District Library Board of Trustees met on Wednesday, July 12, 2023. The meeting was called to order by President Sue Gortner at 4:00pm.

**ROLL CALL**

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

Absent: Sue Lochbaum

Also in attendance: Sherry Waldrep

**PRESIDENT'S REPORT**

No report

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

Beth Manuel noted that under 'Days Library will be closed' it shows that Beth Manuel moved to accept and Lynn Richardson seconded. Needs to be corrected to show that Jeff Clodfelter moved to accept and Beth Manuel seconded. Also, the words 'Tentative budget' under New Business should say Preliminary budget. Another correction, under the secretary's report Beth Manuel's name was spelled incorrectly. It should be Manuel. Minutes will be amended. Mike Harris moved to approve the June 7, 2023 minutes as amended. Seconded by Sue Gortner. Motion carried.

AYES: Gortner, Clodfelter, Manuel, Richardson, Harris

NAYS: 0

ABSTAIN: Tracy

**CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS**

None

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

Beth Manuel provided the financial report. New CD purchased at CIB for 5% as the previous CD at FSB came due in June. Lynn Richardson moved to approve and pay the bills.

Seconded by Ellie Tracy. Motion carried.

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

NAYS: 0

ABSTAIN: 0

**LIBRARIAN'S REPORT**

Circulation and other statistics were provided via a separate spreadsheet. Overall circulation which includes e-resources looks very good.

**PROGRAMS FROM LAST MONTH:**

In person programs:

Adult Bingo – 12

Crafternoon – 0

Summer Reading Kickoff - ~250

Explore (Mondays) – 71 (50 kids, 21 adults)

Tuesday Summer Entertainment Events - 142

Movement/Music – 46 (26 kids, 20 adults)

Story Time – 41 (24 kids, 17 adults)

Playtime - 55 (35 kids, 20 adults)

Virtual:

Illinois Libraries Presents – 7

Passive programs:

Adult Activity Packets – 90

Take and Make (adult) – 60

**OTHER ITEMS:**

The Summer Reading Kickoff Party was very well attended. The face painter was popular as was the Ice truck. Some weekly programs are well attended, others not so much. The Summer Reading program is going well – over 100 kids and 15 adults have completed the reading portion. Fall program planning has begun.

The outside windows were cleaned in June. Sherry and Calla attended the ALA conference for 3 days in Chicago. Audit is scheduled for the week of July 31st so gathering and sending documents to the auditor. There are new notary laws effective June 5, 2023. Sherry will only do in person notarizations (other options include electronic and virtual). Received email from library lawyer re: communication with city lawyer about option contract (was forwarded to all board members). Had plumber conduct backflow testing on the irrigation system as well as the system in the back room (need to be done yearly and filed). Plumber also repaired kitchen sink faucet and attempted to find aerators for bathroom sinks but has not been successful. Received the Per Capita Grant check as well as the first Levy check – those will be posted in July financials.

Had a table at the first Monticello Farmers Market represented with Calla and Megan. Will have another table in August, possibly the 24th.

A staff training day is scheduled for August 9<sup>th</sup>. Library will be closed. Agenda to include team building exercises, personality assessments, library mission and values brainstorming, and active shooter training by Monticello Chief Bross. Letters re: wage increases will be given to each staff member in July. Calla has a volunteer junior high student helping with summer programs. Calla attended a virtual seminar – Best Practices for Print Signage. She learned it's good to create/have a signage policy so all signage is consistent.

**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**

Tentative Budget

Lynn Richardson moved to approve the 2023-24 Tentative Budget. Seconded by Beth Manuel. Motion carried.

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

NAYS: 0

ABSTAIN: 0

**NEW BUSINESS**

None

**OTHER**

Jeff Clodfelter moved to adjourn at 5:00pm. Mike Harris seconded. The next scheduled Board of Trustees meeting will be held on August 9, 2023 at 4:00pm.

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Susan M. Lochbaum  
Secretary

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Sherry Waldrep  
Acting Secretary