

**ALLERTON PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
December 10, 2025**

The Allerton Public Library District Library Board of Trustees met on Wednesday, December 10, 2025. President Sue Gortner called the meeting to order at 4:02pm.

ROLL CALL

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

Absent: Beth Manuel, Lynn Richardson

Also in attendance: Sherry Waldrep

PRESIDENT’S REPORT

Nothing to report

SECRETARY’S REPORT (approval of minutes)

No changes. Jeff Clodfelter moved to approve the November 12, 2025 minutes. Seconded by Ellie Tracy. Motion carried.

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

NAYS: 0

ABSTAIN: 0

CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS

None

FINANCIAL REPORT (approval of Bills Payable)

Director Waldrep provided the financial report. Beth Manuel renewed a CD from the GLF with a rate of 3.70 now due 8/25/26. Another CD from GLF is due 12/15/25. Beth will renew. Sue Gortner moved to approve and pay the bills. Seconded by Sue Lochbaum. Motion carried.

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

NAYS: 0

ABSTAIN: 0

DIRECTOR’S REPORT:

PROGRAMS FROM LAST MONTH:

In person programs:

Adult Bingo –13	Yoga –13	Playtime – 34 (19 kids, 15 adults)
BYOB Book Group – 5	MCA Kids Read –11	Tween/Teen D&D – 2
Magnet Monday – 40	Crafternoon – 5	3 Frenchman/Goat -10
Super Saturday – 20	Tatman Tech Talk – 24	
Lap time – 36 (20 kids, 16 adults)		Story time – 12 (7 kids, 5 adults)
Non-Fiction Book Group – 5		

Virtual events: 1, no attendees

Passive programs: 8

Adult Activity Packets – 60 Adult Take and Make -20 Kids Activity Pack - 70
Kids Take and Make – 30 Teen Take and Make – 28 Try Something – 30

OTHER ITEMS:

Programming:

Fall programming is still going on. Winter Reading Program starts on December 19th and runs through February 28th. The Tech Talk at Tatman was very well received. Making plans to return in February and in April. Attended an information session re: The Extension at the Library. They are piloting virtual programs (live as well as asynchronous). Laura has signed up for some of the live (via Zoom) offerings for the winter/spring. Topics include: What's in My Food? Fur Real Companionship, Become a Dementia Friend.

Administrative:

Completed the Interlibrary Loan and Reciprocal Borrowing Statistical Survey for 24-25. Complete Barcoder refresher training. Started weeding Adult Fiction books. Attended the ILA Legislative Meetup in Bloomington. Submitted a grant to Illinois Heartland Library System with hopes of being able to get retired Rubbermaid tubs for our library storage and book sale storage use. Completed the supervisor sexual harassment training as well as bloodborne pathogen training. Attended an Everyday Team Building workshop via Zoom. Need to decide soon whether to continue the Cards for Kids program or to provide cards for those students through the current IGA we have with the schools. Note- this was discussed at the Board meeting, and it will be continued. Audit should be done by end of month. Spoke with Sandy Perry of CLA-the organization is behind on audit processing partially due to government shutdown (affected some of their accounts). Stressed to her that our annual fiscal report, which they complete for us, is due to the Comptroller's office by the end of the month.

Building:

Building carpeting was cleaned as well as the large children's carpet for the program room. Inside and outside windows were cleaned.

Technology updates: none

Community relations:

Attended Sangamon Valley CEO mentor/mentee meeting on November 14th and investor coffee on November 25th. Presented a Resume and Cover Letter Writing program for the current mentees of Sangamon Valley CEO.

Staff:

Finished all staff performance evaluations. Staff have completed sexual harassment and bloodborne pathogen training. Held staff holiday breakfast and brief staff meeting on December 3rd.

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

Continued review of Illinois Public Library Standards

Access – the library meets core requirements in all the access standards. Although the library doesn't have a study room, the program room is available during non-program times.

Advocacy – the library meets core requirements in these standards. ILA has information on ready, set, advocate.

Governance – the library meets these standards. The succession plan for the director needs to be updated.

All standards have been reviewed.

NEW BUSINESS

Investment Procedures for 2026

A few minor changes include changing 2025 to 2026 and changing the Working Cash Fund CD interest to be deposited into the GLF money market account. Mike Harris moved to adopt the revised Investment Procedures for 2026. Seconded by Ellie Tracy. Motion carried

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

NAYS: 0

ABSTAIN: 0

Closed session minutes

Sue Lochbaum reviewed the closed session minutes. She moved to keep those minutes closed. Mike Harris seconded. Motion carried.

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

NAYS: 0

ABSTAIN: 0

OTHER

Director Waldrep and Trustee Harris attended the ILA Legislative Meetup Breakfast on November 19, 2025 in Bloomington. None of the legislators from the library's region were in

attendance. Did learn about ILA's advocacy focus for the 2026 Legislative General Assembly including increasing the per capita grant monies; adjusting per capita grant to account for inflation; mandatory trustee training; and making e-books equitable and accessible.

ADJOURNMENT

Jeff Clodfelter moved to adjourn the meeting at 5:15pm. Seconded by Mike Harris. The next scheduled Board of Trustees meeting will be held on January 14, 2026 at 4:00pm.

Susan M. Lochbaum
Secretary

Sherry Waldrep
Acting Secretary