

**ALLERTON PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
February 14, 2024**

The Allerton Public Library District Library Board of Trustees met on Wednesday, February 14, 2024. President Sue Gortner called the meeting to order at 4:02pm.

ROLL CALL

Present: Sue Gortner, Sue Lochbaum, Mike Harris, Ellie Tracy, Jeff Clodfelter
Absent: Lynn Richardson, Beth Manuel
Also in attendance: Sherry Waldrep

PRESIDENT'S REPORT

President Gortner reported that she attended some sessions via the virtual IHLS Member's Day.

SECRETARY'S REPORT (approval of minutes)

Mike Harris moved to approve the January 10, 2024 minutes. Seconded by Ellie Tracy. Motion carried.

AYES: Sue Gortner, Sue Lochbaum, Ellie Tracy, Jeff Clodfelter, Mike Harris
NAYS: 0
ABSTAIN:

CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS

Ellie Tracy stated that someone asked if we have ever considered having story time in Spanish in order to expose children to the Spanish language. Mike Harris mentioned that it is nice to see all the county library offerings in the Journal Republican. Director Waldrep shared the many positive comments about why people love Allerton Public Library that were posted on Facebook.

FINANCIAL REPORT (approval of Bills Payable)

Director Waldrep provided the financial report. Jeff Clodfelter moved to approve and pay the bills. Seconded by Mike Harris. Motion carried.

AYES: Sue Gortner, Sue Lochbaum, Ellie Tracy, Mike Harris, Jeff Clodfelter
NAYS: 0
ABSTAIN: 0

DIRECTOR'S REPORT

STATISTICS: see spreadsheet.

PROGRAMS FROM LAST MONTH:

In person programs:

Adult Bingo – 13

Crafternoon – 1

Bingo w/the Center 22

Story Time – 60 (34 kids, 26 adults)

Playtime – 54 (28 kids, 26 adults)
Super Saturday – 30 (all ages)
After school art – 43

Lap Time – 17 (8 kids, 9 adults)
All ages movie – 6
Knit & Crochet Circle - 3

Virtual events: 1 attendee

Passive programs:

Adult Activity Packets – 125

Take and Makes for Kid, Teen, Adult – 118

OTHER ITEMS:

The Program calendar is full of great programs. A two-month calendar (February/March) is currently available. Summer program planning has begun. Director Waldrep completed and submitted the Per Capita Grant application and completed the annual FOIA and OMA training. Thirty-five letters were sent to families with kids eligible for Cards for Kids. Director Waldrep attended the annual SHARE membership meeting via Zoom. Member prices are increasing and transitioning to an all-inclusive model (will include the cost of CloudLibrary, ASPEN, and SHARE membership cost). If approved, the library cost would increase by approximately 40% for FY 24-25 to \$14,000.18.

Both copiers are now connected to the network that allows virtual monitoring by GFI Digital of page counts and toner levels. Being on the network provides other options which include scanning to email, self-service faxing, and using the main library copier as a printer for the patron computers. At this time, we have not implemented these options. Digital Archives will get a basic update including changing the library logo. The work will be completed by 2wav who did the original set up. Our phone company will no longer support the Toshiba phone system (what we have) starting May 2024. We still have service – it is the actual phones that will not be supported. Scott Davis will get us pricing for VOIP. A new phone system is budgeted in the Technology Plan for 25/26.

The Youth Services Coordinator asked to reduce hours to 18.5 hours a week (half of the 37 hours of full-time), which is spread out amongst three days. A staff meeting was held February 7th. Director Waldrep attended the CEO Mentor meeting in January. The Director will be on vacation March 17 through March 26.

John Heider is offering to treat our wood statue of Beethoven that is in the history room at no cost. He could do it in or out of the house. The Hoopla report usage report was emailed to all Trustees.

COMMITTEE REPORTS

Financial Committee (Manuel, Richardson, Lochbaum) - none

Personnel Committee (Gortner & Manuel) - The Committee met and went through personnel policies and reviewed job descriptions. Job descriptions will be updated by Director Waldrep.

Policy Committee (Lochbaum & Tracy) - none

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

UNFINISHED BUSINESS

None

NEW BUSINESS


- Insurance renewals
 - Director Waldrep went over the Insurance renewals including Property & Liability, Commercial Auto, Director's and Officer's, Umbrella Policies, Workers Comp, and the Public Employee's Bond. Policies will renew at the end of March 2024.

OTHER

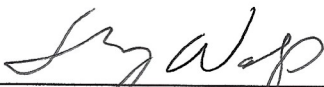
None

ADJOURNMENT

Jeff Clodfelter moved to adjourn the meeting at 5:06pm. Mike Harris seconded. The next scheduled Board of Trustees meeting will be held on March 13, 2024 at 4:00 p.m.



Susan M. Lochbaum
Secretary



Sherry Waldrep
Acting Secretary