

**ALLERTON PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
August 12, 2026**

The Allerton Public Library District Board of Trustees met at the library on Wednesday, August 12, 2026. President Sue Gortner called the meeting to order at 4:00pm.

ROLL CALL

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

Absent: Sue Lochbaum

Also physically in attendance: Sherry Waldrep

PRESIDENT'S REPORT

President Gortner stated that it is good to be back. She appreciated everyone's help while she was gone. She asked that everyone read the article titled "The Age of Reading is Over".

SECRETARY'S REPORT

There were no changes or additions to the minutes. Beth Manuel moved to approve the July 8, 2026 minutes. Seconded by Ellie Tracy. Motion carried.

AYES: Jeff Clodfelter, Mike Harris, Lynn Richardson, Ellie Tracy, Beth Manuel.

NAYS: 0

ABSTAIN: Sue Gortner

CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS

A staff member told the Director that a few patrons had positive comments about the pretty flowers in the front of the library.

FINANCIAL REPORT (approval of Bills Payable)

Beth Manuel provided the financial report. CD rates are about 4%. She will continue to renew CD's that are coming due. The amount of one of the vendor checks was incorrect. Director Waldrep will ask the bookkeeper to process a new check. Ellie Tracy moved to approve and pay the bills. Seconded by Lynn Richardson. Motion carried.

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

NAYS: 0

ABSTAIN: 0

DIRECTOR'S REPORT:

PROGRAMS FROM LAST MONTH:

In person programs: 37

Adult Bingo – 21

Teen Programs (2) – 3

BYOB Book Group – 7

Tween Programs (2) – 29

Monday Programs (5) – 147

Sit & Stitch – 12

Crafternoon - 6

Non-fiction book group – 4

Yoga – 21

Composting – 5 All Ages Programming-178 Storytime -89 (49 kids, 40 adults)
Playtime-44 (27 kids, 17 adults) Marching Sages – 60
Music/Movement – 107 (59 kids, 48 adults)

Virtual events: 0

Passive programs: 7

Adult Activity Packets-65; Adult Try Something Kit-30; Take and Makes: Adult-24; Kids-30;
Teen-30, Founding Fathers Scavenger Hunt-26, 1000 Books Before Kindergarten-4.

OTHER ITEMS:

Programming: Summer reading is just about complete. Patrons have until Aug 8th to turn in tracking cards. So far, we have had 67 adults and 177 0-18 participate in the reading portion. More statistics will be available after Emily returns from vacation. Collected several responses from the programming survey. Results will be tallied and shared at the next board meeting.

Administrative: Have completed the majority of the IPLAR which is due 9/1. Just need the Secretary's Audit completed and uploaded so I can submit the report. Note- Sue Gortner and Beth Manuel offered to complete the Secretary's Audit. Received the Per Capita Grant check. Grant money is for programs and Library of Things. Attended a few ILA virtual events – the Small and Rural Libraries Forum hosted an Amazon Business info session; also attended the new year leadership orientation meet. Also met with the SARL Forum Board to select ILA annual conference scholarship winners. Contacted winners and wrote press releases. Met with a newer local library director to help her with aspects of the IPLAR. Working on renewing Notary commission which expires 9/1. Prepared the Budget & Appropriation numbers for the lawyer which were checked by Beth. The Budget and Appropriation Ordinance is now posted for review. Have been gathering and uploading files for the auditor. They will be onsite 8/31. Our lawyer will be conducting business remotely starting 9/1 and is now called Rupiper Law.

Building: Mattex was out to fix dripping from the server room air conditioning system. Drain was cleared but also needed heavier insulation wrap on the pipe that goes into the unconditioned ceiling.

Technology updates: We have begun using the new fax service. Scott is working on updating our backup system and also the camera system. Costs have increased and now approx. \$4110, previous estimate \$2000.

Community relations: Had an information table with Megan at the Kirby Health and Wellness Expo. Over 200 people stopped by to learn more about the library, pick up a treat and enter our drawing.

Staff: Staff Development Day consisted of CPR/First Aid training.

President Gortner appreciates all the hard work the staff spent on summer reading.

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

2026-2027 Budget and Appropriation Ordinance Review

Has been posted. No additional comments.

Review of 2 sections of the Illinois Public Library Standards:

- Technology
 - Discussed doing staff training for computer safety. Staff were trained during the staff development day on adaptive features on equipment and software. Director Waldrep will investigate purchasing a laptop that patrons can use in the library (will be part of the Library of Things). Ask the insurance company about cyber security insurance.
- Safety
 - Create a written communication protocol. Look for examples from other libraries re: emergency and disaster recovery.
 - Director Waldrep will complete the Emergency and Disaster preparedness manual and plan this fiscal year to meet these core requirements.
 - The Director will add safety and emergency training to the new employee checklist.

OTHER

Beth Manuel stated that the Library and Rotary are partnering for the library portion of the Safe Trick or Treat event in October. Beth gets volunteers from Rotary to help hand out the Rotary sponsored candy bags.

ADJOURNMENT

Jeff Clodfelter moved to adjourn the meeting at 5:03pm. Seconded by Mike Harris. The next scheduled Board of Trustees meeting will be held on September 9, 2026 at 4:00pm.

Approved by the Board of Trustees on September 9 2026