

**ALLERTON PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
August 9, 2023**

The Allerton Public Library District Library Board of Trustees met on Wednesday, August 9, 2023. The meeting was called to order by President Sue Gortner at 4:00pm.

ROLL CALL

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

Absent: Jeff Clodfelter

Also in attendance: Sherry Waldrep

PRESIDENT'S REPORT

None

SECRETARY'S REPORT (approval of minutes)

Beth Manuel's name is spelled incorrectly in the Minutes section. Lynn Richardson's last name needs to be added in the financial report. Beth Manuel moved to approve the July 12, 2023 minutes as amended. Seconded by Ellie Tracy. Motion carried.

AYES: Gortner, Tracy, Manuel, Richardson, Harris

NAYS: 0

ABSTAIN: Lochbaum

CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS

None.

FINANCIAL REPORT (approval of Bills Payable)

Beth Manuel provided the financial report. New CD listed. Other CD's coming due later this year. First property tax income has arrived. Per Capita Grant money has been received as well. Sue Gortner moved to approve and pay the bills. Seconded by Sue Lochbaum. Motion carried.

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

NAYS: 0

ABSTAIN: 0

LIBRARIAN'S REPORT

In person programs:

Adult Bingo -7

Crafternoon -2

Tuesday Summer Entertainment Events -123

Explore (Mondays) - 68 (51 kids, 17 adults)

Cool Drinks & Conversations - 7

Teen Café -10

Story Time -50 (30 kids, 20 adults)

Playtime -16 (10 kids, 6 adults)

Reading to dogs -28

Movement/Music-52 (32 kids, 20 adults)

Virtual: none

Passive programs:

Adult Activity Packets - 80

Take and Make (adult) - 53

The Summer Reading program is over but patrons can still claim prizes through August 13. About 220 kids and 63 adults have completed some or all of the reading requirements. Fall

programming set – some programs start the week of August 14. No programs for the first two weeks of August.

Have been working with the auditors (who were onsite July 31st), sending documents and answering questions. Full audit will be done by October. Been working with Megan to delete patron cards that have expired at least 3 years. Also weeding – mass market paperbacks and DVDs. The Director attended refresher training on the Local Records Act. Will submit a new disposal request this fall as last one was in 2021. The IPLAR (Illinois Public Library Annual Report) is almost done. Will submit before the September 1 deadline.

The new Envisionware has been installed on the patron computers and half of the staff have been trained on how to use it. The remaining staff will be trained the next time they work. New website process has begun. Will learn more later this month during on-boarding Zoom call. Network switches ordered and will be installed soon (Scott is on vacation). After switches are installed the new patron WIFI printer will be set up. Hoping to have another table at the Monticello Farmers Market. Submitted a few different dates, waiting to hear back. Held Staff training day today.

COMMITTEE REPORTS

Financial Committee (Manuel, Richardson, Lochbaum) - none

Personnel Committee (Gortner & Manuel) - none. Will meet soon.

Policy Committee (Lochbaum & Tracy) - none

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

UNFINISHED BUSINESS

None

NEW BUSINESS

Revision to Circulation Policy - video games

Sue Gortner moved to accept changes. Seconded by Sue Lochbaum. Motion carried.

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

NAYS: 0

ABSTAIN: 0

Annual Review - Serving Our Public Standards - Chapters 1-4

Reviewed the standards for Chapters 1-4. A few questions arose. Question about volunteer liability. Are we covered? Sherry will check with the insurance company. Is there a succession plan? Suggested that if needed, they would have an emergency meeting to appoint someone if the Director is unable to work. The Board will discuss long term space needs of the library at a future meeting.

OTHER

The Decennial Committee will have another meeting September 13, 2023 at 4:00pm before the scheduled Board meeting. Will be working on/looking at a Review of Laws, Policies, Rules and Procedures, Training Materials and other Documents.

Mike Harris moved to adjourn at 5:17pm. Ellie Tracy seconded. The next scheduled Board of Trustees meeting will be held on September 13, 2023 at 4:30pm. Decennial committee will meet at 4pm.

Susan M. Lochbaum
Secretary

Sherry Waldrep
Acting Secretary