

**ALLERTON PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MAY 3, 2023**

The Allerton Public Library District Library Board of Trustees met on Wednesday, May 3, 2023. The meeting was called to order by President Sue Gortner at 4:53pm. (This meeting started later than the posted 4:30pm time due to the entire board attending the Decennial Committee for Local Government Efficiency meeting.)

ROLL CALL

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

Also in attendance: Sherry Waldrep, Calla Sundin attended during the Librarian's Report

PRESIDENT'S REPORT

Sue Gortner stated this meeting involved the nomination of officers and committee responsibilities. There were no officer changes. Beth Manuel moved to re-elect current officers. Seconded by Lynn Richardson. Motion passed.

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

NAYS: 0

ABSTAIN: 0

Re-elected trustees Lynn Richardson and Jeff Clodfelter were sworn in the office of Trustee of Allerton Public Library District by agreeing to the Oath of Office. Their term will expire 2029. Lynn Richardson and Beth Manuel will stay on the Finance Committee and will be joined by Sue Lochbaum. Sue Lochbaum will step off the Personnel Committee and Beth Manuel will join Sue Gortner on this committee. The Policy Committee of Ellie Tracy and Sue Lochbaum will stay the same. The Building and Grounds Committee will consist of Mike Harris, Jeff Clodfelter and Sue Gortner.

SECRETARY'S REPORT (approval of minutes)

No corrections needed. Sue Gortner moved to approve the April 5, 2023 minutes. Seconded by Ellie Tracy. Motion carried.

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

NAYS: 0

ABSTAIN: 0

CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS

Director Waldrep commented that last week was National Library Week and a few patrons thanked the staff with cards and flowers.

Beth Manuel and Sue Gortner toured the Mansfield Library. The staff at Mansfield were so thankful for the furniture that the library had donated a few years ago.

FINANCIAL REPORT (approval of Bills Payable)

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

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

NAYS: 0

ABSTAIN: 0

LIBRARIAN'S REPORT

Circulation and other statistics were provided via a separate spreadsheet.

PROGRAMS/ATTENDANCE FROM LAST MONTH:

In person programs:

Adult Bingo – 8

Tech Time – 5

Finishing Space – 0

Fiction Book Group – 2

Crafternoon – 8

Movie Matinee – 0

Doll Talk and Tell – 14

Lap Time – 20 (10 kids, 10 adults)

Story Time – 34 (17 kids, 17 adults)

Playtime - 36 (19 kids, 17 adults)

Non-fiction Book Group – 4

After School Art - 35

Super Saturday - 0

Tombstone Tales - 70

Virtual:

Illinois Libraries Presents – 3

Passive programs:

Adult Activity Packets – 80

All Take and Make (kids, teen, adult) – 132

OTHER ITEMS:

Programming:

Winter/spring programming wrapping up. Summer Reading Program (SRP) planning is complete. Calla Sundin reviewed the Summer Reading Program details. Summer Reading Kick Off is Saturday June 3rd. Calla will be going into the schools to talk with students about SRP.

Administrative:

The parking lot repairs and stripping is complete. Director Waldrep met with the Policy Committee regarding proposed changes to a number of policies. The Non-Resident rate was received from the County Clerk and needs to be approved. Met with the Finance Committee to work on a tentative budget that will be presented at the June meeting. The umbrella insurance paperwork completed and payment has been made.

Exploring a website vendor called Streamline. Connected with Katie from CliftonLarsonAllen LLC regarding the audit. The cost will be \$11,865. The irrigation system is being turned on May 3 and needs some repairs that were noted in the fall. Director Waldrep attended the Small Public Libraries Directors meeting in April. She also attended the Sangamon CEO mentor meeting. Calla gave a tour and read a story to 11 students in a Monticello Schools upper elementary Life Skills class.

Sue Gortner recommended that the landscape watering near the building be turned off and that only the zones up near the entrance and the pollinator garden be turned on.

Ellie Tracy moved to accept the certified rate of .19686 for non-resident library cards. Seconded by Mike Harris. Motion carried.

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

NAYS: 0

ABSTAIN: 0

COMMITTEE REPORTS

Financial Committee (Manuel & Richardson) - none

Personnel Committee (Gortner & Lochbaum) - none

Policy Committee (Lochbaum & Tracy) - will report in New Business

Buildings & Grounds Committee (Clodfelter & Harris) - none

UNFINISHED BUSINESS

None

NEW BUSINESS

Policy Revisions

The following changes to Library Policies were proposed. In the Bylaws of the Allerton Public Library District - the meeting date changed to the second Wednesday of the month and will be provided to the local news as well as posted in the library. In the Library Usage Policy, a change stating that any child under the age of 18 can get a library card with parent/guardian consent. There will no longer be a \$1 fee to replace a library card. Township property owners are entitled to a card for each land owner. In the non-resident section of the Library Usage Policy, the non-resident fee will not apply to disabled veterans and their surviving spouses with proof of the Disabled Veterans' Standard Homestead Exemption. The rate for Non-Resident Cards was changed to state the current rate. Non-resident renter's will pay \$75.00 as the annual non-resident fee. A section detailing the Cards for Kids Program was included. This section states that any student who resides in an area not serviced by a library and is eligible for free/reduced lunch is entitled to a library card. A parent/guardian must attest that the student qualifies. The card is only for students and not other household members. All provisions under the Circulation Policy pertain. The Material Loan Policy was revamped to eliminate redundancies. The fine for overdue items was eliminated with the exception of ROKU Streaming Sticks which will carry a fine of \$1.00 per day. These streaming sticks may only be borrowed for one week and may not be renewed. A new section titled Fines and Fees was added. The cost for a damaged DVD case is \$5.00. Changes to the Equipment Policy include the cost of fax transmission which stays at \$1.00/page up to a maximum cost of \$5.00. There is no cost for the library cover page. The cost of receiving a fax remains \$1.00/page with the maximum cost of \$5.00. In the personnel policy, full-time employees will receive 10 working days of paid vacation after 90 days of initial employment with an additional day added at the beginning of the fiscal year up to 20 days. Employees must notify the Director in advance of leave being taken by using the Time Off Request Form. A paragraph pertaining to part-time employees receiving 40 hours of paid time

off every fiscal year was added to align with the upcoming Paid Leave for All Workers act. Employees hired during the year will receive prorated time off after 90 days of initial employment. The time off for part-time employees does not accrue or carry over. Employees must notify the director by using the Time Off Request Form.

Mike Harris moved to approve the policy changes. Seconded by Lynn Richardson. Motion carried.

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

NAYS: 0

ABSTAIN: 0

OTHER

Jeff Clodfelter made a motion to adjourn the meeting. Seconded by Mike Harris. Meeting adjourned at 5:57 pm.

The next scheduled Board of Trustees meeting will be held on June 7, 2023 at 4:00pm.

Susan M. Lochbaum
Secretary

Sherry Waldrep
Acting Secretary

Amended 6/7/23