

**ALLERTON PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
June 11, 2025**

The Allerton Public Library District Library Board of Trustees met on Wednesday, June 11, 2025. President Sue Gortner called the meeting to order at 4:00pm.

ROLL CALL

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

Absent: 0

Also in attendance: Sherry Waldrep

PRESIDENT’S REPORT

Sue noticed a Facebook post about Oberheim Park. There was also an article in the newspaper and noted that the city is appreciative of the library property donation.

SECRETARY’S REPORT (approval of minutes)

Ellie Tracy moved to approve the May 14, 2025 minutes. Seconded by Beth Manuel. Motion carried.

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

NAYS: 0

ABSTAIN: 0

CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS

A staff member recently heard positive comments about the summer reading program at an unrelated event.

FINANCIAL REPORT (approval of Bills Payable)

Beth Manuel provided the financial report. One CD is coming due 6/15. Beth will look at interest rates. Sue Lochbaum moved to approve and pay the bills. Seconded by Jeff Clodfelter. Motion carried.

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

NAYS: 0

ABSTAIN: 0

DIRECTOR’S REPORT

PROGRAMS FROM LAST MONTH:

In person programs: 32

Adult Bingo – 16

Crafternoon - 4

Read/Watch/Discuss - 3

BYOB Book Group – 13

Early Out Hangout – 9

Teen/Tween D&D – 5

Lap time – 38 (20 kids, 18 adults)

Non-fiction book group – 8

Playtime – 43 (24 kids, 19 adults)
Kids Closet Cleanout - 28
Super Saturday-Mother' Day Card-16

Story time – 16 (10 kids, 6 adults)
White Heath School Tours - 295
Summer Reading Kickoff – 250

Virtual events: 1

Illinois Libraries Presents: Desmond - 0

Passive programs: 5

Adult Activity Packets-75; Adult Try Something Kit-30; Take and Makes: Adult-24; Kids-30; Teen-50.

OTHER ITEMS:

Programming: Summer Reading kick off brought several people to the library for Kona Ice, face painting, spin the wheel and outdoor games. Several reading tracker cards picked up.

Administrative: Met with the Finance Committee to finalize the tentative budget. Met with Terry Summers re: Oberheim Park and the signage re: the library's donation. Also learned that the engineers determined that the main road needs to be raised to assist with drainage so some grading on one side of the road will need to occur on our property. Attended IMRF's employer rate meeting. Attended information session for Explore More Illinois – a discount Illinois attractions program that library patrons have access to. There is a link on our website. We continue to process IGA cards for students, currently at 35.

Building: Spring HVAC service scheduled was conducted. Need three capacitors replaced (2 in the AON 11 Ton and one in the Lennox RTU-4) and two contactors (one in the AON 11 Ton and one in the Lennox RTU-4). Total estimate cost is \$899.71.

Technology updates: Scott is exploring an upgrade to our Wi-Fi. We currently have 50MB and could get 1GB, about 20x faster. No disruption and no cost to us.

Community relations: Attended Piatt County Agencies luncheon. Received email from Kirby Community Outreach about the possibility of having pool passes for checkout at the library. A meeting will be held sometime in the future to discuss if/how to do this.

Staff: Staff handled the Tornado Warning in May very well – had all the patrons including those attending a program in the Tornado Shelter (restrooms).

The Board spent some time reviewing the Bid Set map of Oberheim Park that was received now that the city has approved a bid for construction. The Board would like stakes put back so that they can see the end of the library line. Director Waldrep will ask the city to do so.

COMMITTEE REPORTS

Financial Committee (Manuel, Richardson, Lochbaum) - met on May 27th.

Personnel Committee (Gortner & Manuel) - none

Policy Committee (Lochbaum & Tracy) - none

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

UNFINISHED BUSINESS - None

NEW BUSINESS

Sue Gortner moved to accept the Library Board Meeting Ordinance for 2025-2026. Beth Manuel seconded. Motion carried.

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

NAYS: 0

ABSTAIN: 0

Beth Manuel moved to accept the dates when the library will be closed. Seconded by Lynn Richardson. Motion carried.

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

NAYS: 0

ABSTAIN: 0

Ellie Tracy moved to keep the minutes from Closed Meetings closed. Seconded by Beth Manuel. Motion carried.

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

NAYS: 0

ABSTAIN: 0

Review of tentative budget - The Board reviewed all the funds and allocations in the tentative budget. The Board felt that Option 2 on the staff salary scale was good.

Sue Lochbaum moved to pass the tentative budget that was just reviewed. Seconded by Ellie Tracy. Motion carried.

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

NAYS: 0

ABSTAIN: 0

OTHER

ADJOURNMENT

Jeff Clodfelter moved to adjourn the meeting at 5:35pm. Seconded by Mike Harris. The next scheduled Board of Trustees meeting will be held on July 9, 2025 at 4:00pm.

Respectfully submitted – Sherry Waldrep, Acting Secretary