

**ALLERTON PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
November 8, 2023**

The Allerton Public Library District Library Board of Trustees met on Wednesday, November 8, 2023. President Sue Gortner called the meeting to order at 4:00pm.

ROLL CALL

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

PRESIDENT'S REPORT

No report.

SECRETARY'S REPORT (approval of minutes)

Put a sentence in the October 11, 2023 minutes that the meeting was a delayed start due to Decennial meeting running over. Sue Gortner moved to approve the October 11, 2023 minutes as amended. Seconded by Lynn Richardson. Motion carried.

AYES: Gortner, Lochbaum, Manuel, Richardson

NAYS: 0

ABSTAIN: 0

CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS

Sue Lochbaum shared that a community member complimented the library's great selection of books. Lynn Richardson shared that a neighbor complimented a staff member.

FINANCIAL REPORT (approval of Bills Payable)

Beth Manuel provided the financial report. Lynn Richardson moved to approve and pay the bills. Seconded by Sue Lochbaum. Motion carried.

AYES: Gortner, Lochbaum, Manuel, Richardson

NAYS: 0

ABSTAIN:

DIRECTOR'S REPORT

PROGRAMS FROM LAST MONTH:

In person programs:

Adult Bingo - 12

Crafternoon - 4

Learn Together, Grow Together book group- 7

Story Time - 49 (28 kids, 21 adults)

Playtime - 33 (19 kids, 14 adults)

Lap Time - 37 (19 kids, 18 adults)

Safe Trick or Treat - 201

Bingo w/Center - 16

Read, Watch, Discuss book group - 4

History of Elvis - 14

Stress Management - 0

Dementia Care - 5

Brick Builders - 32 (27 kids, 5 adults)

Super Saturday - 24 (14 kids, 10 adults)

Virtual programs: 2

Passive programs:

Adult Activity Packets - 125

Take and Makes for Kid, Teen, Adult - 140

OTHER ITEMS:

Programming:

- Starting work on Winter/Spring programming. We will have a Winter Reading program.
- Many visitors from the Illinois Heartland Library System Library Crawl stopped by the library. We kept track of the number this year – had 42 people come by, many who checked out materials.

Administrative:

- Working on the Annual Disbursements Report that is published in the newspaper. Due by December
- Received 2-year contract from Hedge to Edge for winter snow/ice removal. Price per pound of ice remains the same (.55/lb) and hourly rate increases to \$140/hr (was \$125/hr).
- Audit is in final review stage.
- Calla has drafted various logos. Would like to decide which one so it can be on the new website. We will then begin process of changing all documents.
- Took part in the Building and Grounds Committee Meeting.
- Attended a Medium Pubs Library Director meeting at Decatur Public Library.
- The new SHARE catalog overlay is soft launching mid-November and will go live December 18th.

Technology updates:

- New website will launch Thursday, November 9th.
- Program room new technology finally ready and working!

Community relations:

- Attended Sangamon CEO event on Friday October 27th.
- Safe Trick or Treat was a partner program with the Monticello Area Chamber. Enjoyed having the Monticello Rotary alongside us.
- Communicating with Mary Jo Dean about a new opportunity for serving in the community.

Staff:

- Received resignation letter from Calla Sundin. Her last day is November 11, 2023. Position has been posted on RAILS, IHLS and through U of IL iSchool listserv and Facebook page.

COMMITTEE REPORTS

Financial Committee (Manuel, Richardson, Lochbaum) - none

Personnel Committee (Gortner & Manuel) - will discuss in the closed session.

Policy Committee (Lochbaum & Tracy) - none

Buildings & Grounds Committee (Clodfelter, Harris, Gortner) - The committee met on October 12, 2023 and did a walk through the building and grounds. The committee identified a few minor repairs.

UNFINISHED BUSINESS

Adoption of Tax Levy (Roll Call Vote)

Beth Manuel moved to approve the Annual Tax Levy Ordinance for tax year 2023. Seconded by Sue Gortner. Motion carried.

AYES: Gortner, Lochbaum, Manuel, Richardson

NAYS: 0

ABSTAIN: 0

Annual Review - Serving Our Public - Chapters 7, 8, 9, 10

The Board reviewed Chapters 7, 8, 9, and 10 of the Serving Our Public 4.0 Standards for Illinois Public Libraries. An item noted - add election information to the new website.

NEW BUSINESS

Employee Health Insurance

The board reviewed and discussed the health insurance plans prepared by Loman Ray. The board will make a decision about which plan at the December meeting.

OTHER

Closed session

Sue Gortner moved to proceed into a closed session at 5:17pm to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body pursuant to Illinois Statutes ILCS 120/2(c)(1). Seconded by Beth Manuel.

AYES: Gortner, Lochbaum, Manuel, Richardson

NAYS: 0

ABSTAIN: 0

The board returned to regular session at 5:27pm.

Lynn Richardson moved to accept the annual Director Performance Evaluation. Beth Manuel seconded. Motion carried.

AYES: Gortner, Lochbaum, Manuel, Richardson

NAYS: 0

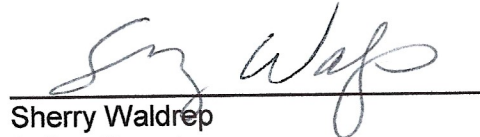
ABSTAIN: 0

ADJOURNMENT

Lynn Richardson moved to adjourn the meeting at 5:30pm. Beth Manuel seconded. The next scheduled Board of Trustees meeting will be held on December 13, 2023 at 4:30 p.m. This is a delayed start due to the Decennial Committee Meeting at 4:00pm.



Susan M. Lochbaum
Secretary



Sherry Waldrep
Acting Secretary