

**ALLERTON PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
JANUARY 5, 2022**

The Allerton Public Library District Library Board of Trustees met on Wednesday January 5, 2022. The meeting was called to order by President Sue Gortner at 4:00pm.

ROLL CALL

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

PRESIDENT'S REPORT

Congratulations to Sherry for completing her MLIS degree.

SECRETARY'S REPORT (approval of minutes)

No corrections needed. Ellie Tracy moved to accept the December 1, 2021 minutes as written. Seconded by Lynn Richardson. Motion carried.

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

NAYS: 0

CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS

Ellie Tracy stated that the Story Walk is very nice and even older children like it. Many families are seen out on the path.

FINANCIAL REPORT (approval of Bills Payable)

Beth Manuel gave the financial report. In addition, she made a suggestion to move some money in the General Library Fund Money Market Account to a CD, maybe put in a one-year CD. The Board was in agreement.

Sue Lochbaum moved to approve the bills. Seconded by Mike Harris. Motion carried.

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

NAYS: 0

LIBRARIAN'S REPORT

Sherry Waldrep, Director shared statistical information and noted that circulation is up approximately 4% from November. The DVD statistical numbers will be changing in future months due to a collection name change for both adult and juvenile DVDs in the Polaris system. The library will begin deleting patron accounts that have not been used in three or more years.

The library will continue to offer in person programs including a few new programs such as Adult Craft Circle, Friday Playtime and KidZone.

During the past month, 41 letters were sent to those who qualify for Cards for Kids. The library has processed and given out three cards to date.

Based on discussions from *Serving Our Public*, the library website now has a link to a number of community organizations. There is also a phone list at each computer/desk that includes emergency numbers, contractor names/numbers, etc.

There will be a staff meeting on Wednesday January 12.

The new IMRF rate for 2022 is 9.10%, down from 10.08%.

AARP is planning to do taxes at the library on Thursday evening and Saturdays as long as the COVID metric for Piatt County is not 'high' according to the CDC COVID Data Tracker website.

COMMITTEE REPORTS

Financial Committee (Manuel & Richardson) - none

Personnel Committee (Gortner & Lochbaum) - none

Policy Committee (Lochbaum & Tracy) - none

Buildings & Grounds Committee (Clodfelter & Harris) - none

UNFINISHED BUSINESS

The Board continued to go through checklists in the publication *Serving Our Public* to meet the requirements for the FY22 Per Capita Grant. At this meeting, the Board reviewed and discussed Chapters 10, 11, 12, 13.

The staff COVID guidelines need to be changed again to account for the revised CDC guidelines. Director Sherry Waldrep shared a document with the updated guidelines. Mike Harris moved to accept updated guidelines. Seconded by Jeff Clodfelter. Motion carried.

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

NAYS: 0

NEW BUSINESS

Director Sherry Waldrep indicated that the current Material Loan Policy for DVDs is in violation of the ALA Library Bill of Rights as the current policy statement has an age restriction. A revised policy statement specific to DVDs was proposed which eliminates the age restriction. The new statement reads - DVDs may be borrowed for a 1-week loan period. Sue Lochbaum moved to change the policy as written, seconded by Sue Gortner. Motion carried.

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

NAYS: 0

OTHER - none

No further business. Jeff Clodfelter made a motion to adjourn the meeting. Seconded by Beth Manuel. Meeting adjourned at 5:12pm.

The next scheduled Board of Trustees meeting will be held on February 2, 2022 at 4:00pm.

Susan M. Lochbaum
Secretary

Sherry Waldrep
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MARCH 2, 2022**

The Allerton Public Library District Library Board of Trustees met on Wednesday March 2, 2022. The meeting was called to order by President Sue Gortner at 4:00pm.

ROLL CALL

Present: Ellie Tracy, Beth Manuel, Sue Lochbaum, Sue Gortner

Absent: Mike Harris, Lynn Richardson, Jeff Clodfelter

PRESIDENT'S REPORT

Sue Gortner attended the ILA Legislative Meet Up via Zoom on January 28, 2022. She felt good that our library addressed the mentioned services during COVID-19 such as summer reading, E-books, take and makes, and the Story Walk.

SECRETARY'S REPORT (approval of minutes)

There were no additions or corrections. Gortner moved to accept. Seconded by Tracy. Motion carried.

AYES: Tracy, Manuel, Gortner, Lochbaum

NAYS: 0

ABSENT: 3

CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS

None.

FINANCIAL REPORT (approval of Bills Payable)

Beth Manuel gave the financial report for January and for February as the January meeting was canceled due to adverse weather. A CD up for renewal mid-February was renewed for six more months. Tracy moved to approve the bills. Seconded by Sue Lochbaum. Motion carried.

AYES: Tracy, Manuel, Gortner, Lochbaum

NAYS: 0

ABSENT: 3

LIBRARIAN'S REPORT

Items to note from the February report - Director Waldrep has completed the FOIA and OMA training. The Per Capita Grant application has been submitted. From the current report - Circulation statistics for February look good - 6,246 physical and digital circulations. Some weeding has been completed throughout the adult and juvenile collections. People continue to attend both children and adult programs except for the Craft Circle. The Winter Break Bingo had a total of 75 people who collected prizes. The take and make kits continue to be popular.

A new book group in collaboration with Hartfield Book Company and the Piatt County Farm Bureau is going well.

The Illinois State Library certification has been submitted.

AARP has started tax service at the library as of Saturday, February 26.

The 2020 U.S. Census number for Monticello Township was released. The library district now has a population of 6133, which is an increase of 3.84% from the previous count.

Director Waldrep met with the insurance representative to review the following annual insurance documents for Property/General, Workers' Compensation, Commercial Auto, and Director and Officers.

The general contractor has completed some repairs to the building including replacing crack tile, grout/caulking, fixing a book drop door, repairing a swing gate, repairing drywall, as well as staff desk repairs.

COMMITTEE REPORTS

Financial Committee (Manuel & Richardson) - none

Personnel Committee (Gortner & Lochbaum)

Sue Gortner and Sue Lochbaum are working on an evaluation for library director to be completed in August.

Policy Committee (Lochbaum & Tracy) - none

Buildings & Grounds Committee (Clodfelter & Harris) - none

UNFINISHED BUSINESS

None

NEW BUSINESS

Meeting Room Usage - this pertains to the use of the Program Room by outside groups during library business hours when the library is not using the room as all library sponsored programs would take precedence. Discussion ensued about only offering to non-profit groups, room would need to be reserved ahead of time, limited to two hours, limiting the number of times in a specific time period that a group could reserve, the necessity of a valid Allerton Public Library card in order to make a reservation, and how to handle any damages . Director Waldrep will put together a preliminary policy and a draft agreement form to present at a future meeting.

Credit Card System - Director Waldrep also discussed the hope of having a system by which the library can process credit card payment for patrons needing to pay fines/fees (including non-

resident fees), faxing, and printing. Currently, the library only accepts cash or checks. Discussion about options such as Square and ePAY which is specifically designed for Illinois government organizations. The ePAY system works with Polaris - the library operating system whereas Square entries would need to be manually entered. There is a small cost that would either need to be paid by the patron or absorbed by the library. Waldrep will conduct more research including how money is transferred back to the bank.

OTHER - none

No further business. Manuel made a motion to adjourn the meeting. Seconded by Tracy. Meeting adjourned at 5:20pm.

The next scheduled Board of Trustees meeting will be held on April 6, 2022 at 4:00pm.

Susan M. Lochbaum
Secretary

Sherry Waldrep
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
APRIL 6, 2022**

The Allerton Public Library District Library Board of Trustees met on Wednesday April 6, 2022 at the Allerton Public Library. The meeting was called to order by President Sue Gortner at 4:01pm.

ROLL CALL

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

PRESIDENT'S REPORT

Helen Mosser, a long time board member, passed away this week. The Board discussed sending a card and having the library purchase books/resources in her honor.

SECRETARY'S REPORT (approval of minutes)

Lynn Richardson was listed under the secretary report for March however she was not present. Sue Gortner moved to accept the March 2, 2022 minutes as corrected. Seconded by Ellie Tracy. Motion carried.

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

NAYS: 0

ABSTAIN: Richardson

CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS

None

FINANCIAL REPORT (approval of Bills Payable)

Beth Manuel gave the financial report. Still pursuing a possible CD and speaking with someone from Wealth Management at First State Bank. Looking at a brokerage CD as the rate is higher than a bank CD.

Ellie Tracy moved to approve the bills. Seconded by Mike Harris. Motion carried.

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

NAYS: 0

LIBRARIAN'S REPORT

Director Waldrep shared the March statistics. Total circulation has risen from previous months. Story Time numbers are up as more families are attending. We do have programs with no attendance - Adult Craft Circle and Family Game Night. The Learn Together Grow Together Book Club - a collaborative program with Piatt County Farm Bureau and Hartfield Book Store is still meeting. The AARP Tax Service will be wrapping up on Saturday April 16. The preliminary

IMRF rate for 2023 is 9.0%. A representative from Senator Chapin Rose's office will hold traveling office hours at the library on Thursday, April 21 from 9-10:30am.

The director also shared the library's patron age group breakdown by percentage: 0-17 years-14.4%, 18-29 years-8.2%, 30-49 years-30.3%, 50-64 years-17.4%, and 65+ years - 29.7%.

COMMITTEE REPORTS

Financial Committee (Manuel & Richardson) - none

Personnel Committee (Gortner & Lochbaum) - none

Policy Committee (Lochbaum & Tracy)

Sue Lochbaum and Ellie Tracy along with Director Waldrep met on March 25, 2022 to work on the draft Program Room Use Policy as well as changes in the Policy Manual.

Buildings & Grounds Committee (Clodfelter & Harris) - none

UNFINISHED BUSINESS

Program Room Policy:

Review of the draft policy. Questions arose about the maximum number of people allowed in the room. Director Waldrep will find out and put the number in the policy. With summer reading approaching and the room being used more extensively. Will start allowing others to use the room in September. Staff will be informed as to the process and will advertise in the library newsletter.

Mike Harris made a motion to accept the Program Room Policy and Use Agreement Form. Seconded by Lynn Richardson. Motion carried.

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

NAYS: 0

NEW BUSINESS

Corporate resolution for Treasurer/President:

The need for a corporate resolution came from discussion with First State Bank about opening a brokerage CD. Need a resolution stating who is allowed to open an account. This resolution would authorize the board president and board treasurer to handle financial accounts. Beth Manuel read the resolution. Discussion about adding the secretary to the resolution in the event the president or the treasurer are not able. This is amenable. The six-month rate is currently .75%. Once the resolution is signed, Beth Manuel will put in 200K for 6 months. There are some fees involved such as \$25 per quarter and a one-time \$6 fee to invest.

Lynn Richardson moved to approve the corporate resolution, Seconded by Ellie Tracy. Motion carried.

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

NAYS: 0

Policy revisions:

The Board reviewed the various policy revisions from the Policy Committee. Changes include adding the words social media accounts in the General Policy and the Library Usage policies, the library maintaining one year of periodicals (had been two years), a new statement about paying any fines/fees owed to other libraries before an Allerton Library card will be issued, patrons must have a valid card when checking out (eliminated the words present their card or know their number), added that the library will call patrons with overdue materials, library privileges will be denied if fines or charges in excess of \$5.00 exist (had previously just said fines), a lost/damaged section was added to the Circulation Policy, the fine for overdue DVDs changed to \$.10/day (had been \$1.00), color copies and color printing changed to \$.50 (had been \$1.00). The computer/printer policy was revamped and now titled Computer/Printer/Internet Access. Within this section, the computers were changed to be called public computers (had been Internet computers), users need a current library card or guest pass to log on, the word patron changed to user, Wi-Fi can be accessed throughout the library on personal devices at no cost and users connect at their own risk as the network is unsecured, added that patrons are responsible for logging out of their account as the library will not be responsible for any account breeches.

In the Personnel Policy, wording for six month performance reviews was changed to may be conducted (had been should), the Director approves staff leave (had been Director and Board of Trustees), added the Board of Trustees approves any leave needed by the Director, added that when library is closed during inclement weather all staff are paid according to the published work schedule, added two new sections - Family Medical Leave Act and Victims of Economic Safety and Security Act, added the Board needs to approve any unpaid leave for the Director. Under Holidays - added the words President's Day (had said Lincoln's Birthday), added Juneteenth Day, added Employee Conduct and Appearance which includes wording that employees are expected to help create a welcoming and helpful atmosphere. The dress code policy was revamped to state that proper attire includes clothing that is fresh, clean, and neat and a sentence that states shorts, sweatshirts as well as t-shirts with messages are inappropriate. Also added a section about personal phone calls being brief, infrequent and away from an employee's workstation. Lastly, the Board of Trustees Personnel Committee will be responsible for evaluation of the Library Director. Added an Employee Acknowledgement of the Personnel Policy which will be signed by all employees. Lynn Richardson moved to accept all the policy revisions. Seconded by Mike Harris. Motion carried.

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

Absent - Tracy

OTHER - none

No further business. Jeff Clodfelter made a motion to adjourn the meeting. Seconded by Beth Manuel. Meeting adjourned at 5:22 pm.

The next scheduled Board of Trustees meeting will be held on May 4, 2022 at 4:00pm.

Susan M. Lochbaum
Secretary

Sherry Waldrep
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MAY 4, 2022**

The Allerton Public Library District Library Board of Trustees met on Wednesday May 4, 2022. The meeting was called to order by President Sue Gortner at 4:00pm.

ROLL CALL

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

PRESIDENT'S REPORT

none

SECRETARY'S REPORT (approval of minutes)

Tracy moved to accept the April 6, 2022 minutes. Seconded by Manuel. Motion carried.

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

NAYS: 0

ABSTAIN: 0

CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS

Director Waldrep heard two nice comments recently about a family that feels welcome in the library, another comment that a patron liked seeing people in the library during the dinosaur program.

FINANCIAL REPORT (approval of Bills Payable)

Beth Manuel gave the financial report.

Has set up a brokerage CD account with Ameriprise through First State Bank Wealth Management. Will transfer money into the account next week.

Richardson moved to approve the bills. Seconded by Harris. Motion carried.

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

NAYS: 0

ABSTAIN: 0

LIBRARIAN'S REPORT

Director Waldrep handed out the statistics. Circulation is good. The library had excellent turnout for the Dinosaur program. Over one hundred people were in attendance throughout the event. Take and make bags continue to be popular.

Staff changes:

- Received resignation letter from Mia Adams, Youth Services. Her last day will be May 27, 2022.

- Olivia Lanker, Technical Services is also resigning effective June 30, 2022. Olivia will be going to graduate school.

Have begun the process of advertising the Youth Services position on the Illinois Heartland Library System Job Board and the RAILS Job Board. Also receiving referrals from another local library who is hiring for the same type of position. In May, will begin advertising the Technical Services position.

Summer Youth Programming is set. With our current youth services person leaving, Waldrep hopes to have someone hired by June 1 or shortly thereafter, who can quickly learn and implement the already planned programs. All staff may need to assist.

A new Facebook account had to be created as Facebook is doing away with 'gray pages' which our former account was considered. The library's technical support person is handling the setup/transition. Facebook is regularly used to advertise our programs so we hope for a smooth transition.

Director Waldrep was accepted into Director's University, (a five-day workshop for new directors) put on by the Illinois Library Association which is scheduled for June 6-10, 2022. The cost for the workshop, lodging and meals is only \$200. In light of the recent staff changes and planned summer programming staffing needs, may need to decline.

Update on discussion with Terry Summers about property donation:

The documents (Intergovernmental Agreement, Ordinance, Resolution) have been prepared by the city attorney but have not been viewed by the City Council. Will be on the Council's agenda for the first meeting in May. The council will review, possibly make changes, the Library Board of Trustees/Legal will review, possibly make changes. Then each entity will need to approve. The Intergovernmental Agreement has the wording that the land would go back to the library if funding for the Park is not achieved. The real estate transaction will be a Quit Claim Deed. A survey still needs to be completed. Terry hopes this process will be completed by the end of the year.

Waldrep had a conversation with two board members of Heartland Pathways. Heartland owns the rail bed and will most likely be clearing out the area to the north of the library (west side of Green Apple Lane). They asked if they could park in our lot and walk across the grass to get into that area. We also discussed the proposed road access (which they still need to approve) as they wanted to know if it could be closer to the library.

Signed and returned audit engagement paperwork. Audit for next year will be \$10,815. Have already received a request for documentation. Audit is set for the week of September 5, 2022.

Book Sale generated \$204.00. Books that are left over will be scanned to determine if Better World Books will take them.

Received a proposal from Hedge to Edge to redo the strip near the staff parking by placing rocks instead of having grass in the strip.

Manuel made a motion to secure Hedge to Edge to redo the area near the staff parking lot. Seconded by Clodfelter.

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

NAYS: 0

ABSTAIN: 0

COMMITTEE REPORTS

Financial Committee (Manuel & Richardson) - none

Personnel Committee (Gortner & Lochbaum) - none

Policy Committee (Lochbaum & Tracy) - none

Buildings & Grounds Committee (Clodfelter & Harris) - none

UNFINISHED BUSINESS

Proposed change to Library Usage Policy:

As the 2022 tax rate is available, the library use policy for non-resident cards needs to be updated. Manuel motioned to accept the non-resident rate of .0020449 for 2022-2023 year. Seconded by Richardson. Motion carried.

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

NAYS: 0

ABSTAIN: 0

NEW BUSINESS

Summer Program Plans:

Mia Adams, Youth Services shared a calendar of details about the Summer Reading Program. There are programs and a virtual reading component using the Reader Zone app which encourages patrons to read and log minutes in order to win prizes. The entire program is June 1st to July 31st. June 1st to July 15 will be in person activities.

Special Reserve Fund Limitations:

The Special Reserve Fund should only contain money for emergency maintenance and repairs. Any money designated for other purposes needs to be moved to another account(s). Will determine if one account will suffice. Manuel will open the necessary bank account(s) and then transfer the money.

OTHER - none

No further business. Mike Harris made a motion to adjourn the meeting. Seconded by Manuel. Meeting adjourned at 5:22 pm.

The next scheduled Board of Trustees meeting will be held on June 1, 2022 at 4:00pm.

Respectfully submitted by Sherry Waldrep, Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
June 1, 2022**

The Allerton Public Library District Library Board of Trustees met on Wednesday June 1, 2022. The meeting was called to order by President Sue Gortner at 4:00pm.

ROLL CALL

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

Absent: Ellie Tracy

PRESIDENT'S REPORT

Received a letter from the City of Monticello regarding TIF district #2 which pertains to the location of the previous library building. This no longer applies to the Library however if anyone wishes to attend the meeting it is June 15 at the Livingston Center.

Heather Hardy is expanding the pollinator garden at the entrance to the library.

Susan Kesselbaum is working on Monticello tourism and asking about the horsehead statue outside the library. The statue will be included in the tourism promotion material.

SECRETARY'S REPORT (approval of minutes)

One correction – Sue Lochbaum is listed in the roll call under the Secretary's report on April 6 2022 but she was not in attendance. Clodfelter moved to accept the May 4, 2022 minutes as amended. Seconded by Harris. Motion carried.

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

NAYS: 0

ABSTAIN: 0

CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS

Director Waldrep received two thank you letters from students who had shadowed the staff in April.

FINANCIAL REPORT (approval of Bills Payable)

Beth Manuel gave the financial report. Will be receiving 1.25% on the new brokerage CD. More CD's coming due later this year.

Richardson moved to approve the bills. Seconded by Lochbaum. Motion carried.

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

NAYS: 0

ABSTAIN: 0

LIBRARIAN'S REPORT

Director Waldrep handed out the statistics. Circulation lower in May as compared to previous month. Still higher than last year.

Maintenance Day was Wednesday May 11th. The staff met for an hour to discuss Summer Reading Program plans. We also dusted and shifted many, many adult books (fiction, science fiction, and fantasy). Olivia Lanker trained the part-time staff how to create library cards for patrons who come in the evening and on the week-ends. This will allow patrons to get their cards while they are here in the library and not have to return to pick them up.

Staff update: Interviews have been conducted in person or over Zoom. Three for the Youth Services position and two for the Technical Services position. References have been contacted. Waiting to hear back from a few and hope to make a decision by the end of the week.

Summer Youth Programming kicked off today. Until a new Youth Services staff member is onboard, all events are covered by myself, staff, or a volunteer.

Waldrep will be attending Director's University June 6-10th. Will leave for vacation on June 15th and return June 27th.

Hedge to Edge has been contacted and work on the grass median is tentatively set for June.

Have worked on putting the budget together and meeting with the Finance Committee.

COMMITTEE REPORTS

Financial Committee (Manuel & Richardson) – Have met twice to go over the budget. Will discuss in New Business.

Personnel Committee (Gortner & Lochbaum) - none

Policy Committee (Lochbaum & Tracy) - none

Buildings & Grounds Committee (Clodfelter & Harris) - none

UNFINISHED BUSINESS

None.

NEW BUSINESS

The Board reviewed the Meeting Ordinance. Manuel moved to approve the 2022-2023 Meeting Ordinance. Seconded by Gortner. Motion carried.

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

NAYS: 0

ABSTAIN: 0

The Board reviewing the days the library will be closed for the 2022-2023 fiscal year. Sue Lochbaum moved to approve the days the library will be closed. Seconded by Harris. Motion carried.

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

NAYS: 0

ABSTAIN: 0

The Board reviewed the 20-22-2023 Tentative Budget including the Payroll Schedule.

Sue Lochbaum reviewed the closed meeting minutes before the meeting. She moved to keep the closed minutes closed. Seconded by Sue Gortner. Motion carried.

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

NAYS: 0

ABSTAIN: 0

OTHER - none

No further business. Clodfelter made a motion to adjourn the meeting. Seconded by Harris. Meeting adjourned at 5:45pm.

The next scheduled Board of Trustees meeting will be held on July 6, 2022 at 4:00pm.

Susan M. Lochbaum
Secretary

Sherry Waldrep
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
JULY 6, 2022**

The Allerton Public Library District Library Board of Trustees met on Wednesday July 6, 2022. The meeting was called to order by President Sue Gortner at 4:02pm.

ROLL CALL

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

PRESIDENT'S REPORT

No report

SECRETARY'S REPORT (approval of minutes)

Beth Manuel stated a change to the June 1, 2022 minutes. The minutes should read that Sue Lochbaum approved the days the library will be closed.

Beth Manuel moved to accept the June 1, 2022 minutes as corrected. Seconded by Lynn Richardson. Motion carried.

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

NAYS: 0

ABSTAIN: Tracy

CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS

None

FINANCIAL REPORT (approval of Bills Payable)

Beth Manuel gave the financial report. Property tax increased from the previous year. CPPRT overall is much higher than normal. We have five CD's - all will come due later this year.

Ellie Tracy moved to approve the bills. Seconded by Sue Gortner. Motion carried.

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

NAYS: 0

LIBRARIAN'S REPORT

Circulation statistics look really good - 8,064. Summer reading registered participants are lower than last year. Currently only 126 readers are registered. Summer Youth Programming is going well. One performer scheduled for 5pm did not have an audience. We've realized that time of day is not good for programming.

New staff members Calla Sundin and Megan Lopez started work at the end of June. Megan trained with Olivia Lanker for a few days. Calla has stepped in and started covering Storytime and Laptime as well as other summer programs. Carolyn Hirsch will be out the month of July.

Hedge to Edge will work on the grass median and will complete by the end of July.

The sprinkler system is not working. The backflow preventer is broken and needs to be fixed.

COMMITTEE REPORTS

Financial Committee (Manuel & Richardson) - none

Personnel Committee (Gortner & Lochbaum) - will report during the Closed Session

Policy Committee (Lochbaum & Tracy) - none

Buildings & Grounds Committee (Clodfelter & Harris) - none

UNFINISHED BUSINESS

Tentative Budget 2022-2023

Beth Manuel made a motion to accept the Tentative Budget as shown with minor adjustments to the General Library Fund and the Special Reserve Fund and to also accept the Payroll Schedule with salary adjustment to the Circulation, Programming & Archives Services position. Seconded by Ellie Tracy. Motion carried.

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

NAYS: 0

NEW BUSINESS

Illinois Libraries Presents looks like a great program resource. The membership cost for the year will be \$150.00. Sue Gortner made a motion to approve Allerton Public Library's membership for the 2022-2023 year. Seconded by Beth Manuel. Motion carried.

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

NAYS: 0

Resolution and Ordinance with City re: Property Donation

Discussed the draft Intergovernmental Agreement, the Resolution, and the Ordinance from the city regarding the donation of library property to the city. In addition, the board discussed the library's lawyer interpretation of the documents. The Board would like to protect the best interests of the library. The library would like the property back at no cost to the library if the city does not use it. If the City does not use the property, the Board would like the City to pay for all costs to transfer the land back to the library. The Library does not want the property transferred to a third party. Our verbal agreement with the City was that the library would not pay any

expenses which the documents state otherwise. The board would like a legal description of the property to be included in the documents, not just an exhibit map. Director Waldrep will contact the library lawyer to address all concerns and ask her to draft a response back to the city.

OTHER

Sue Lochbaum moved to proceed into a closed session at 5:22pm 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). Lynn Richardson seconded. Motion carried.

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

NAYS: 0

General meeting reconvened at 5:45pm.

Ellie Tracy moved to accept the Director evaluation as discussed during the closed session. Seconded by Lynn Richardson. Motion carried.

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

NAYS: 0

No further business. Jeff Clodfelter made a motion to adjourn the meeting. Seconded by Beth Manuel. Meeting adjourned at 5:49 pm.

The next scheduled Board of Trustees meeting will be held on August 3, 2022 at 4:00pm.

Susan M. Lochbaum
Secretary

Sherry Waldrep
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
August 3, 2022**

The Allerton Public Library District Library Board of Trustees met on Wednesday August 3, 2022. The meeting was called to order by President Sue Gortner at 4:02pm.

ROLL CALL

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

Absent: Sue Lochbaum, Mike Harris

Mike Harris arrived at 4:05pm.

PRESIDENT'S REPORT

Sue Gortner enjoyed the Library newsletter. Stated that the rocks by the staff area are a nice addition.

SECRETARY'S REPORT (approval of minutes)

No amendments to the July minutes. Sue Gortner moved to accept the July 6, 2022 minutes. Seconded by Beth Manuel. Motion carried.

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

NAYS: 0

ABSTAIN: 0

CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS

Director Waldrep stated that a patron called the library recently to say thank you for all that the staff has done for him. He is very appreciative of all the library does.

FINANCIAL REPORT (approval of Bills Payable)

Beth Manuel gave the financial report. A CD is coming due in September.

Lynn Richardson moved to approve the bills. Seconded by Ellie Tracy. Motion carried.

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

NAYS: 0

LIBRARIAN'S REPORT

Circulation statistics are much higher - 8,230 than last year's 6,382. Interestingly, e-books and e-audio statistics have decreased.

We had two weeks of summer reading programs in July. The summer reading program ended July 31, 2022 and participants have until August 14 to pick up their prizes.

Summer readers registered in ReaderZone – 312 (Prek-K:72; 1st-5th: 93; 6th-12th:45;

Adults:102). Total minutes read 250,666! We also handed out 25 paper tracking forms.

Received resignation letter from Carolyn Hirsch. Have begun the process of looking for a library clerk to replace her. Held a staff meeting in July. Spent time discussing the Program Room use which will start in Sept.

A new story has been put into the Story Walk. Fall programming is almost set. Some programs start in August. In the meantime, we are experimenting with Adult Activity Packs – a packet of printed crosswords, Sudoku, word search, coloring pages, etc. A different packet each week during month of August.

Administrative:

- Working on the IPLAR – due September 1st
- Working on the Annual Fiscal Report
- Gathering items needed for audit

Community relations:

- Attended a Strategic Planning Meeting for the City of Monticello
- Attended a rotary lunch

Other:

- A patron wanted to know why we do not have better signage for the library on Route 47. I explained it is a state highway and we can only have the approved state library sign. The patron wondered if we could have something more visible at the entrance to the subdivision.

COMMITTEE REPORTS

Financial Committee (Manuel & Richardson) - none

Personnel Committee (Gortner & Lochbaum) - none

Policy Committee (Lochbaum & Tracy) - none

Buildings & Grounds Committee (Clodfelter & Harris) - none

UNFINISHED BUSINESS

Illinois Libraries Present: Intergovernmental Agreement:
Jeff Clodfelter motioned to approve the Intergovernmental Agreement with Illinois Libraries Present. Seconded by Mike Harris. Motioned carried.

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

NAYS: 0

Resolution and Ordinance with City re: Property Donation:

Discussion regarding the letter sent by the Library lawyer to the City regarding the property donation. Will follow up with the City by October if we have not heard back.

NEW BUSINESS

Budget and Appropriation Ordinance:

The board reviewed the appropriation budget. Will be posted in the library by August 6, 2022 for the public to view. Board will vote on at September meeting.

OTHER

No further business. Jeff Clodfelter made a motion to adjourn the meeting. Seconded by Beth Manuel. Meeting adjourned at 4:55pm.

The next scheduled Board of Trustees meeting will be held on September 7, 2022 at 4:00pm.

Susan M. Lochbaum
Secretary

Sherry Waldrep
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
SEPTEMBER 7, 2022**

The Allerton Public Library District Library Board of Trustees met on Wednesday September 7, 2022. The meeting was called to order by President Sue Gortner at 4:01pm.

ROLL CALL

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

PRESIDENT'S REPORT

No report. Welcome back to Sue Lochbaum.

SECRETARY'S REPORT (approval of minutes)

There were no corrections. Sue Gortner moved to accept the August 3, 2022 minutes.

Seconded by Ellie Tracy. Motion carried.

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

NAYS: 0

ABSTAIN: Lochbaum

CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS

None

FINANCIAL REPORT (approval of Bills Payable)

Beth Manuel gave the financial report. One CD is coming due next week. Hoping for a better rate than .55%.

Lynn Richardson moved to approve the bills. Seconded by Sue Lochbaum. Motion carried.

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

NAYS: 0

ABSTAIN: 0

LIBRARIAN'S REPORT

Overall circulation of materials has increased although circulation of e-resources (e-books, e-audio, Hoopla) has decreased. The adult activity packets that we started distributing in August have been very popular and we are continuing to create them. Fall programming has begun and calendars of all the fall activities are available at the desk and online. Emily Stone has been hired as a Library Clerk II. Olivia Rardin has submitted her resignation effective September 30, 2022. The IPLAR has been completed and submitted to the Illinois State Library. The auditors have started the audit. Director Waldrep attended a meeting of other local directors.

There have been issues with the HVAC system not cooling the main part of the library. It's likely the compressor installed last year needs to be replaced and it is not under warranty. No need for a plumber to check the Back Flow as it was installed this year and checked by the company that installed it. Baker & Taylor, the library's main book supplier has been off-line for two weeks due to technical issues so no book orders have been submitted. As of September 7, the system is back so ordering can commence.

COMMITTEE REPORTS

Financial Committee (Manuel & Richardson) - none

Personnel Committee (Gortner & Lochbaum) - none

Policy Committee (Lochbaum & Tracy) - none

Buildings & Grounds Committee (Clodfelter & Harris) - none

UNFINISHED BUSINESS

Budget and Appropriation Ordinance

Director Waldrep read the Resolution for the Budget and Appropriation 2022-2023 in accordance with Public Act 83-881. Ellie Tracy moved to accept the resolution. Seconded by Mike Harris. Motion carried.

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

NAYS: 0

ABSTAIN: 0

Sue Gortner moved to approve the final 2022-2023 library budget. Seconded Beth Manuel. Motion carried.

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

NAYS: 0

ABSTAIN: 0

Program Room Policy

The policy was reviewed again as the Program Room use will commence this month. Mike Harris moved to change the group size to 3 or less and the age for adult supervision from 14 to 16. Seconded by Sue Gortner. Motion carried.

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

NAYS: 0

ABSTAIN: 0

NEW BUSINESS

The Board discussed Chapters 1-4 of the Serving Our Public Standards and went through the checklists at the end of each chapter. It was noted that the Board of Trustees bylaws need to be reviewed. The Policy Committee will undertake the task.

OTHER - None

No further business. Lynn Richardson made a motion to adjourn the meeting. Seconded by Beth Manuel. Meeting adjourned at 5:10 pm.

The next scheduled Board of Trustees meeting will be held on October 5, 2022 at 4:00pm.

Susan M. Lochbaum
Secretary

Sherry Waldrep
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
OCTOBER 6, 2022**

The Allerton Public Library District Library Board of Trustees met on Wednesday October 6, 2022. The meeting was called to order by President Sue Gortner at 4:01pm.

ROLL CALL

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

Absent: Ellie Tracy. Also in attendance: Sherry Waldrep

PRESIDENT'S REPORT

No report.

SECRETARY'S REPORT (approval of minutes)

There were 2 corrections noted for the September 7, 2022 minutes. First in the Librarian's report it should state - Overall circulation has increased although e-resources have decreased. Second - Under program room policy - should state the age is changing from age 14 to 16. Beth moved to approve September 7, 2022 minutes as corrected. Seconded by Lynn Richardson. Motion carried.

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

NAYS: 0

ABSTAIN: 0

CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS

None

FINANCIAL REPORT (approval of Bills Payable)

Beth Manuel gave the financial report. A CD renewed at 2%. Three CD's due in November and one in December. Mike Harris moved to approve the bills. Seconded by Sue Lochbaum. Motion carried.

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

NAYS: 0

ABSTAIN: 0

LIBRARIAN'S REPORT

Statistics: In addition to the circulation numbers, the spreadsheet now includes the number of programs (in September we had 32 programs) separated by Live, Virtual, and Passive.

Staffing:

Hired Jessica Thilmony as an Extra Help Clerk (replacing Olivia Rardin). She completed her computer training and will begin training at the desk. Held staff meeting September 14th. Completed staff performance evaluations (except for new staff).

Programming:

Consider registering for Illinois Libraries Presents – virtual author talks. Next date is October 12 with author Jesmyn Ward. The library will be part of Safe Treat or Trick on October 28 along with the Chamber and other local businesses. We will have a scavenger hunt and photo area and give out books. Rotary will give out candy at the library.

Administrative:

Director Waldrep is working on SAM renewal with the federal government. A SAM registration entity number will be required for state grants. We had an active registration but it lapsed. It's a time intensive project. Met with the Policy Committee. Gathering and submitting documents for IMRF Employer Compliance Review

Community relations:

Director Waldrep and Calla Sundin met with United Way of Decatur and Mid-Illinois re: Dolly Parton Imagination Library. They have raised funds for 100 children ages birth to 5 to receive a free book every month. There will be a kickoff event at the library on Friday, November 4 at 10:00am. Our role afterwards will be to encourage people to sign up. Director Waldrep attended the first Sangamon CEO mentor meeting.

COMMITTEE REPORTS

Financial Committee (Manuel & Richardson) - none

Personnel Committee (Gortner & Lochbaum) - none

Policy Committee (Lochbaum & Tracy) - met and reviewed the By-laws for the Board of Trustees.

Buildings & Grounds Committee (Clodfelter & Harris) - none

UNFINISHED BUSINESS

Annual Review - Serving Our Public - Chapters 5,6,7

Reviewed the checklists for these chapters. The Building and Grounds Committee will meet soon to review many of the checklist items pertaining to Chapter 5.

NEW BUSINESS

Changes to Bylaws Policy

Reviewed the Policy Committee's proposed changes to the By-laws of the Board of Trustees. In addition to the changes proposed by the Policy Committee, two additional changes were made. Sue Lochbaum moved to approve the By-laws as corrected. Seconded by Sue Gortner. Motion carried.

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

NAYS: 0

ABSTAIN: 0

Reviewed and discussed the 2022 Levy numbers prepared by Director Waldrep. Mike Harris moved to approve the proposed levy numbers totaling \$320,520. Seconded by Jeff Clodfelter. Motion carried.

AYES: Gortner, Lochbaum, Richardson, Harris, Clodfelter

NAYS: 0

ABSTAIN: 0

OTHER

Mike Harris brought up the topic of intellectual freedom challenges that have been affecting libraries across the US. The Policy Committee will review the library's Collection Policy.

No further business. Jeff Clodfelter made a motion to adjourn the meeting. Seconded by Mike Harris. Meeting adjourned at 5:37pm.

The next scheduled Board of Trustees meeting will be held on November 2, 2022 at 4:00pm.

Susan M. Lochbaum
Secretary

Sherry Waldrep
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
NOVEMBER 2, 2022**

The Allerton Public Library District Library Board of Trustees met on Wednesday November 2, 2022. The meeting was called to order by President Sue Gortner at 4:02pm.

ROLL CALL

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

Absent: none

Also in attendance: Sherry Waldrep and one audience member

PRESIDENT'S REPORT

No report.

SECRETARY'S REPORT (approval of minutes)

No corrections noted. Mike Harris moved to approve October 5, 2022 minutes. Seconded by Jeff Clodfelter. Motion carried.

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

NAYS: 0

ABSTAIN: Tracy

CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS

Mayor Stoner recently spoke to Beth Manuel. He had a request from a city resident that the library have a book drop in the downtown area.

FINANCIAL REPORT (approval of Bills Payable)

Beth Manuel gave the financial report. Two CD's are coming due - one in November and one in December. Will consider consolidating all CD's together into one. Ellie Tracy moved to approve the bills. Seconded by Lynn Richardson. Motion carried.

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

NAYS: 0

ABSTAIN: 0

LIBRARIAN'S REPORT

Received a resignation letter from Debbie Lust who has taken a new position at Atwood Public Library. She did not provide an official end date at Allerton, most likely the end of November. Our programming number is high this month as October had a full month of activities and we had a very successful Safe Trick or Treating event. Starting work in the winter/spring programming. Planning a winter reading program. Administratively, met with Building and Grounds Committee, was notified that the IMRF Employer Compliance Review finished and there were no findings. Also, the regular audit is finished. Per auditor request, will begin reviewing and initialing documents per recommendation. The annual testing of fire alarm system was completed and all is good. The Annual Report of Income and Disbursement is complete and has been sent for publication. Staff have been gathering items from patrons for a "Had to Say 'No' list".

Calla visited Washington Elementary School twice and Monticello Christian Academy once for the Kids Read program. The library partnered with Monticello Chamber for the annual Safe Trick or Treat. The library hosted a junior high student job who wanted to shadow staff for the day.

COMMITTEE REPORTS

Financial Committee (Manuel & Richardson) - none

Personnel Committee (Gortner & Lochbaum) - none

Policy Committee (Lochbaum & Tracy) - none

Buildings & Grounds Committee (Clodfelter & Harris) - The committee met on Wednesday October 26, 2022. The building remains in great shape. A few minor things need repair including areas of concrete in the parking lot. The parking lot also needs re-stripping.

UNFINISHED BUSINESS

Adoption of the Tax Levy

Sue Gortner moved to accept the Tax Levy as printed. Seconded by Mike Harris. Motion carried.

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

NAYS: 0

ABSTAIN: 0

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

The trustees reviewed the checklists for these chapters. It was noted that the library does not have a reference policy so the policy committee will address. Director Waldrep will also look into how the library's website can provide information about voting.

NEW BUSINESS

Employee Health Insurance 2023

Discussed the options provided by the Loman-Ray Insurance Group. Decision needs to be made in December. Our agent will attend the December meeting and answer questions about the options.

OTHER

No further business. Jeff Clodfelter made a motion to adjourn the meeting. Seconded by Mike Harris. Meeting adjourned at 5:10pm.

The next scheduled Board of Trustees meeting will be held on December 7, 2022 at 4:00pm.

Susan M. Lochbaum
Secretary

Sherry Waldrep
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
DECEMBER 7, 2022**

The Allerton Public Library District Library Board of Trustees met on Wednesday December 7, 2022. The meeting was called to order by President Sue Gortner at 4:15pm.

ROLL CALL

Present: Beth Manuel, Sue Gortner, Mike Harris, Ellie Tracy

Absent: Lynn Richardson, Sue Lochbaum, Jeff Clodfelter

Also in attendance: Sherry Waldrep, Danielle Finn from Loman-Ray, David Larson

PRESIDENT'S REPORT

Sue enjoyed the December library newsletter. Saw a little girl enjoying the card making table.

SECRETARY'S REPORT (approval of minutes)

No changes to the November minutes. Beth Manuel moved to approve November 2, 2022 minutes. Seconded by Ellie Tracy. Motion carried.

AYES: Manuel, Gortner, Harris, Tracy

NAYS: 0

ABSTAIN:

CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS

NONE

FINANCIAL REPORT (approval of Bills Payable)

Beth Manuel gave the financial report. All three CDs that were due have been redeemed and are being combined into one CD totally \$78,000 that was purchased at Central Illinois Bank with an interest rate of 3% for one year. Mike Harris moved to approve the bills. Seconded by Ellie Tracy. Motion carried.

AYES: Manuel, Gortner, Harris, Tracy

NAYS: 0

ABSTAIN: 0

- Transfer of unexpended funds from General Library Fund to Special Reserve Fund.

Beth Manuel made a motion to transfer \$225,000 from the General Library Fund to the Special Reserve Fund with a specification that \$25,000 be set aside for parking lot repair. Seconded by Mike Harris. Motion carried

AYES: Manuel, Gortner, Harris, Tracy

NAYS: 0

ABSTAIN: 0

LIBRARIAN'S REPORT

Circulation has increased 15% from last year at this time. Total circs for November were 7,101. In November, the Library had 29 programs serving 501 people.

Other items to note:

Regarding staff: Hired Jonathan Rogers as a Clerk I. He started mid-November, has completed his computer training and is now learning desk duties. Debbie Lust's last day was November

27. A staff meeting was held on November 9. Four staff attended the virtual IHLS member day for professional development. Calla attended a Youth Services meeting – including a showcase of summer performers. Director Waldrep attended the Medium Pubs Library Directors meeting.

Regarding programming: Fall programming is wrapping up in December. Winter/spring programs are planned and will start in January. A Winter Reading Challenge for all ages will start December 19 and run through the end of February. Prizes awarded for reading 'award winning' books.

Regarding administrative items: Met with the Policy Committee to review Collection Policy. The annual maintenance agreement with Allied Mechanical is signed. Waiting for fall maintenance to be scheduled. The carpets and windows (inside and out) have been cleaned. The library's SAM entity registration was finally approved! Three (3) Board of Trustee candidate packets have been given out. The filing period is December 12 through December 19.

Regarding community relations: The Kickoff for the Dolly Parton Imagination Library in Piatt County (through United Way of Decatur and Mid-Illinois) was Friday, November 4. The City of Monticello mayor read a story and a number of children were signed up. All 100 spots (which is based on funding) have been filled. Anyone who registers now is on a waitlist.

Trustee Mike Harris indicated he liked the social media posts about circulation stats.

COMMITTEE REPORTS

Financial Committee (Manuel & Richardson) - none

Personnel Committee (Gortner & Lochbaum) - none

Policy Committee (Lochbaum & Tracy) - reporting in New Business

Buildings & Grounds Committee (Clodfelter & Harris) - none

UNFINISHED BUSINESS

• Employee Health Insurance 2023

Danielle Finn from Loman-Ray discussed the health insurance options for full-time employees as a decision needs to be made by December 15, 2022. After considering the options, Mike Harris moved to keep the current health insurance plan and review options again in November 2023. Seconded by Beth Manuel. Motion carried.

AYES: Gortner, Harris, Tracy, Manuel

NAYS: 0

ABSTAIN: 0

• Annual Review - Serving Our Public - Chapters 11, 12, 13

The trustees reviewed the checklists for chapters 11, 12, and 13. Items noted - review policies related to youth every two years, investigate opportunities for you to serve the library informally/formally, review the website to ascertain if it is compliant with Americans with Disabilities Act, create a Technology Plan, and encourage staff to visit other libraries. These chapters complete the annual review of *Serving Our Public*.

NEW BUSINESS

- Adopt Investment Procedures and approve changes to Investment Policy. Board received the documents prior to the meeting.

Changes to investment policy include in Section 1.06 changing the word inflict to conflict, adding the words 'in the investment procedures document which are' to Section 1.07, adding the word money market to the types of funds on deposit and adding 'the financial institutions with' in Section 1.09, adding the word 'by' in Section 1.10, adding the word 'of' and pluralizing the word investments in Section 1.12, and in Section 1.14 changing to the following "Investments, fund balances, and the status of such accounts will be reported at each regularly scheduled meeting of the library board. These reports will be available to the general public upon request."

Changes to the Investment Procedures include changing the year to 2023, under the General Library Fund adding the words First State Bank - Certificates of Deposit when chosen for a preferred rate or term - collateralized. Under Special Reserve Fund deleting the word 'Checking' and replacing it with 'Money Market' as well as adding the words 'when chosen for a preferred rate of term'. Under Working Cash Fund, adding Certificates of Deposit when chosen for a preferred rate or term to the First-Mid Illinois Bank, adding the words 'when chosen for a preferred rate of return' to Central Illinois Bank and State Bank of Bement, and deleting the words 'Maturity dates are staggered'.

Sue Gortner moved to accept the changes to the Investment Policy and approved the Investment Procedures for the year 2023. Seconded by Beth Manuel. Motion carried.

AYES: Manuel, Gortner, Harris, Tracy

NAYS: 0

ABSTAIN: 0

- Review of Closed Session Minutes

Sue Gortner had reviewed the closed session minutes. She made a motion to keep the closed minutes closed. Seconded by Beth Manuel. Motion carried.

AYES: Manuel, Gortner, Harris, Tracy

NAYS: 0

ABSTAIN: 0

- Collection Policy Revisions

The policy committee met in November to review the Collection Policy. Also in attendance were Mike Harris and Director Waldrep. The policy revisions were handed out before the meeting. Mike Harris moved to approve the Collection Policy revisions. Seconded by Ellie Tracy. Motion carried.

AYES: Manuel, Gortner, Harris, Tracy

NAYS: 0

ABSTAIN: 0

OTHER

- The board briefly discussed feedback received from the library's lawyer regarding the property donation to the city for Oberheim Park. More information is needed about the park status.

- Sue Gortner moved to proceed into a closed session at 5:36pm 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). Beth Manuel seconded. Motion carried.

AYES: Tracy, Manuel, Gortner, Harris
NAYS: 0
ABSTAIN: 0

The general meeting reconvened at 5:48pm.

Mike Harris made a motion to adjourn the meeting. Seconded by Beth Manuel. Meeting adjourned at 5:49pm.

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



Susan M. Lochbaum
Secretary



Sherry Waldrep
Acting Secretary