

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
January 2, 2013**

The Allerton Public Library District Library Board of Trustees met on Wednesday January 2, 2013 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

Roll Call

Present: Sue Lochbaum, Luke Feeney, Sue Gortner, Beth Manuel, Brian Finet, Ellie Tracy, and Jeff Clodfelter.

President's Report

No report.

Secretary's Report (Approval of Minutes)

The minutes were reviewed. No corrections or additions. The minutes will stand approved as printed.

Correspondence, Communications, Public Comment

Financial Report (Approval of Bills Payable)

Manuel gave the Financial Report. Lochbaum made a motion to approve the bills, seconded by Tracy. Motion carried.

7 AYES: Clodfelter, Feeney, Finet, Gortner, Lochbaum, Manuel, Tracy. NAYS: 0.

Librarian's Report

Circulation for December was 5999 with 303 new items added to the collection and 22 discarded from the collection. There were 13 new patrons and an additional 33 patron renewals for the month of December. There were 199 Internet sessions in December.

The Illinois Heartland Library System is still on track for merging the four former southern library systems into one mega-system in April 2013. Library staff members Winters and Taylor will be attending the "Train the Trainer" program for Polaris. The first session is Monday January 7, 2013. There are approximately 1700 staff members from Illinois Heartland Library System who must complete training.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

Gortner spoke with City of Monticello's Floyd Allsop and Callie McFarland about the library's recent purchased of land in Appletree. Allsop stated that the city is interested and plans to extend the current bike path all the way to the new library site.

The Intergovernmental Agreement for a Shared Fiber Optic Network was discussed. This agreement between the City of Monticello, the Monticello School District, Piatt County, and Allerton Public Library is an agreement to work together and equally share the cost of the engineering, consulting, and legal fees (which will cost approximately \$4,000-5,000 per entity). This agreement does not commit the library (or any other entity) to any action or to complete the joint project for a shared fiber optic network. Because no engineering study has yet been complete, the total cost of completing this shared fiber optic network is not known but estimates of building the "backbone" of the network is approximately \$50,000 per entity. Each entity would additionally be responsible for the cable, network, and equipment located on their properties. Clodfelter made a motion to sign to agreement, seconded by Finet. Motion carried.

6 AYES: Clodfelter, Finet, Gortner, Lochbaum, Manuel, Tracy. NAYS: 0. 1 ABSTAIN: Feeney

New Business

The 2013 Investment Policy was reviewed. Tracy moved to adopt, seconded by Feeney. Policy adopted.

AYES: Clodfelter, Feeney, Finet, Gortner, Lochbaum, Manuel, Tracy. NAYS: 0.

No further business. Lochbaum, seconded by Feeney made a motion to adjourn the meeting. The meeting was adjourned at 4:45 p.m.

The next scheduled Board of Trustees meeting will be February 6, 2013 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
February 6, 2013**

The Allerton Public Library District Library Board of Trustees met on Wednesday February 6, 2013 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:04 p.m.

Roll Call

Present: Sue Lochbaum, Luke Feeney, Sue Gortner, Brian Finet, and Ellie Tracy.
Also present was Steve Hoffman with the Piatt County Journal Republican newspaper and Scott Davis with All Your Needs Consulting.

President's Report

No report.

Secretary's Report (Approval of Minutes)

The minutes were reviewed. No corrections or additions. The minutes will stand approved as printed.

Correspondence, Communications, Public Comment

Unfinished Business

Scott Davis with All Your Needs Consulting presented an overview of the Shared Fiber Optic Network project. The first focus of the group (City, County, School, and Library) is getting the infrastructure built. There are no cost estimates at this time but hopefully more information will be available at next week's Shared Fiber Optic Network meeting. Davis is investigating a possibility of using the Railroad Museum's property up to Railroad Street (near the City's water treatment plant) for a "back-loop."

Lochbaum and Tracy attended the January 16, 2013 Shared Fiber Optic Network meeting and reported that it was agreed that the City of Monticello will be the "watchdog" of the group making sure that there is no un-authorized digging as they issue building permits. Piatt County will act as the fiscal agent and pay all incoming costs associated with the project and invoice the remaining 3 entities for their share (25%) of the total costs. A lengthy discussion followed.

Financial Report (Approval of Bills Payable)

Winters gave the Financial Report. Finet made a motion to approve the bills, seconded by Lochbaum. Motion carried.

5 AYES: Feeney, Finet, Gortner, Lochbaum, Tracy. 0 NAYS. 2 ABSENT.

Librarian's Report

Circulation for January was 7015 with 439 new items added to the collection and 1456 discarded from the collection. There were 20 new patrons and an additional 50 patron renewals for the month of January. There were 220 Internet sessions in January.

Local author Alice B. McGinty presented a program at the library on Saturday January 19, 2013 with 55 in attendance. She read from a couple of her books, had a couple of craft projects for the children, sang songs, and let the children pet and feed her hamster named Cookie who was featured in her book. The library will be hosting a Disney Party on Saturday February 16, 2013 with children making Phineas & Ferb prototypes, princess jewelry, and making (then racing) cars.

7 candidates for library trustee have been filed with the County Clerk's Office.

There have been several maintenance projects this month. We lost both the public internet & opac printer and the staff typewriter. In addition, one of the bookdrop's wheels rusted off and has been replaced. The other 3 wheels are not in the best of shape so we most likely will need to replace those in the very near future.

All seems to be on track for the Polaris merger on April 9, 2013. It is at this time that 427 libraries (and their 4 catalogs) will be merging into one catalog. We will be going from 2 million items to 9.5 million items AND going from 250,000 patrons and 1.6 million patrons. There is an estimated timeline.

March 15 – all LINC holds will cease – neither patron nor staff will be able to place holds on library materials.

March 20 – library staff will print out a list of outstanding holds (it is our intention to place our patrons back on hold when the new system is “live.”)

March 22 – all outstanding holds will be deleted from all 427 libraries (and their 4 catalogs).

March 30 – the last day for LINC circulation and the ability to issue or renew patron library cards.

April 1-8 – all libraries will be using Polaris offline which will allow checkout and checkin of library materials.

April 9 – all libraries will go “live” with Polaris.

The library most likely will need to close for 2 days following the “live” date to bring the holds back into Polaris, train on how to use the new automation system, and check for possible glitches.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

New Business

An agreement between Illinois Library Association and Allerton Public Library District to enable the library to receive gifts from individuals and organizations that are permitted to give only to organizations holding IRS 501 © (3) tax-exempt status was discussed. Many libraries in the State of Illinois are using this agreement with the Illinois Library Association for accepting monetary gifts. The donor makes a contribution check payable to Illinois Library Association with the form noting the library for which the donation is intended. When the Illinois Library Association receives the check, they issue a check to the intended library and send a tax exempt letter for purposes of documenting the tax deductibility to the donor. The annual fee associated with processing donations per year is \$50 for donations \$1-999, \$100 for donations \$1,000-4,999, and \$300 for donations \$5,000 or above. Illinois Library Association also takes care of the book-keeping and tax reports relating to the transactions. We have a patron who as executor of an estate wishes to make a \$100,000 donation for a digitization project but requires a 501 © (3). Finet made motion to enter into the agreement with the Illinois Library Association, seconded by Tracy. Motion carried.

5 AYES: Feeney, Finet, Gortner, Lochbaum, Tracy. NAYS: 0. ABSENT: 2.

No further business. Feeney, seconded by Lochbaum made a motion to adjourn the meeting. The meeting was adjourned at 5:35 p.m.

The next scheduled Board of Trustees meeting will be March 6, 2013 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
March 6, 2013**

The Allerton Public Library District Library Board of Trustees met on Wednesday March 6, 2013 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

Roll Call

Present: Sue Lochbaum, Luke Feeney, Sue Gortner, Brian Finet, Ellie Tracy, and Jeff Clodfelter.

Also present were guests Keddy Hutson, Quentin Rund, and Maynard Suhre.

President's Report

No report.

Secretary's Report (Approval of Minutes)

The minutes were reviewed. No corrections or additions. The minutes will stand approved as printed.

Correspondence, Communications, Public Comment

Keddy Hutson, Quentin Rund, and Maynard Suhre (representing Monticello Main Street and the City of Monticello's Historic Preservation Commission) gave a power point presentation and distributed handouts asking that the library reconsider leaving the downtown area and make use of the library's current leased space by preserving the Monticello Community Building. A lengthy discussion followed. The Library Trustees have spent several years trying to find a possible downtown location for a new library site without success. In addition, the library does not own the Monticello Community Building. As far as staying in the currently leased space, functionality is more of a concern that the possibility – staffing 2 floors would most likely double payrolls costs and handicapped parking will still be nearly 1 block away. No library trustee took the decision to leave the downtown area lightly and having found no “perfect site” library trustees then weighed options for the best site possible taking into consideration current library needs, availability of existing infrastructure, and the future growth and development of Monticello.

Financial Report (Approval of Bills Payable)

Winters gave the Financial Report. Clodfelter made a motion to approve the bills, seconded by Tracy. Motion carried.

6 AYES: Clodfelter, Feeney, Finet, Gortner, Lochbaum, Tracy. 0 NAYS. 1 ABSENT.

Librarian's Report

Circulation for February was 6397 with 264 new items added to the collection and 431 discarded from the collection. There were 29 new patrons and an additional 49 patron renewals for the month of February. There were 327 Internet sessions in February.

The library held a Disney Party on Saturday February 16, 2013 with 50 in attendance. The next Saturday program will be Angry Birds on Saturday March 16, 2013.

Polaris Go-Live date is still scheduled for Tuesday April 9, 2013. The library will be closed on Tuesday April 9 and Wednesday April 10 to allow the library staff to train on the new program. Library staff is still working on policies and mapping for the new system. There is another training session next week at Illinois Heartland Library System and the rest will be held after the Polaris Go-Live date. Lisa has scheduled an evening library staff meeting to go over some changes and update the staff on some new procedures.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

Gortner, Lochbaum, and Tracy reported on the Fiber Optic Committee meeting that they attended on February 11, 2013. There was discussion about allowing the library a closer connection via Bridge Street. Zak with Metro Communications is still open to installing a back loop contingent on an agreement with the Monticello Railway Museum.

Lisa has received correspondence from Zak Horn with Metro Communications and 2 representatives with Illinois Central Network about Scott Davis with All Your Needs Consulting no longer being the contact person for the project. There seems to be some confusion as to who is now the official contact for the project. The next scheduled meeting will be March 11, 2013. Feeney will check his schedule to see if he may be available to attend that meeting.

New Business

No further business. Lochbaum, seconded by Gortner made a motion to adjourn the meeting. The meeting was adjourned at 5:45 p.m.

The next scheduled Board of Trustees meeting will be April 3, 2013 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
April 3, 2013**

The Allerton Public Library District Library Board of Trustees met on Wednesday April 3, 2013 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

Roll Call

Present: Sue Lochbaum (arrived at 4:15), Luke Feeney, Sue Gortner, Beth Manuel, Brian Finet, Ellie Tracy, and Jeff Clodfelter.

President's Report

No report.

Secretary's Report (Approval of Minutes)

The minutes were reviewed. No corrections or additions. The minutes will stand approved as printed.

Correspondence, Communications, Public Comment

Financial Report (Approval of Bills Payable)

Manuel gave the Financial Report. Clodfelter made a motion to approve the bills, seconded by Tracy. Motion carried.

6 AYES: Clodfelter, Feeney, Finet, Gortner, Manuel, Tracy. 0 NAYS. 1 ABSENT: Lochbaum.

Librarian's Report

Circulation for March was 5985 with 124 new items added to the collection and 192 discarded from the collection. There were 16 new patrons and an additional 37 patron renewals for the month of March. There were 252 Internet sessions in March.

The library held an Angry Birds Party on Saturday March 16, 2013 with 42 in attendance.

Polaris Go-Live date is still scheduled for Tuesday April 9, 2013. The library will be closed on Tuesday April 9 and Wednesday April 10 to allow the library staff to train on the new program.

Lisa met with Library Building Consultant Fred Schlipf to review and update the library building program. The previous building program was from 2010 and several changes were made to the program which reflects current trends in libraries. Fred just emailed the changes today and Lisa will review those changes in the coming weeks to be sure everything was updated correctly before sending the new version out to the trustees.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

Feeney reported on the Fiber Optic Committee meeting that he recently attended. Timing is of the essence as Metro Communications will be coming through town very shortly to begin work on the infrastructure phase of the project. It was noted that the following was added to the agreement “*construction of the work set forth in the JFONC approved plans, which shall require the routing of fiber optic lines and related infrastructure to the property lines of the primary sites of each governmental entity.*” Now the focus will be a 3-step process. 1) getting the system in Monticello with the cost share amounts, 2) deciding how much “volume” we need 3) how to manage the project as far as maintenances, upgrades, and potential income for the 4 entities. Clodfelter made a motion, seconded by Tracy that the library sign the First Amendment to the Inter-governmental Agreement for Shared Fiber Optic Network.

6 AYES: Clodfelter, Feeney, Finet, Gortner, Lochbaum, Manuel, and Tracy. 0 NAYS. 0 ABSENT.

New Business

Clodfelter received communication from Scott McFarland with Hedge to Edge who serviced the Appletree property when Carle Foundation owned the property. When Carle Foundation owned the property he was mowing weekly, fertilizing, trimming shrubs, mulching, maintaining the garden beds, weed killing, and rough mowing the back 5 acres. Scott presented costs for the continuation of the services. The library should get at least another quote on maintaining the property. Gortner suggested Turf Doctors out of Ivesdale who maintains the property out at Crossroad Church. At a minimum the library should have weed killer sprayed on the gardens beds, trim down the ornamental grasses, mow the grassy areas, and rough mow the back 5 acres. Lisa will contact Turf Doctors to see if they are interested in quoting a price for maintaining the property.

Clodfelter also communicated with Danny Carroll who owns the adjacent property about farming the back 5 acres. He says it would have to be soybeans with the library possibly taking 1/3 of the crop price – maybe \$500 dependent upon the crop yield. According to the City of Monticello, Huisinga has been farming the adjacent 30 acres that the City owns. Feeney suggested that the library may wish to wait at least until next year to

decide whether or not to farm that back 5 acres. Clodfelter will follow up with more information.

Finet apparently met with local architect Keddy Hutson and presented possible floor plans for staying in the current building. A very lengthy discussion followed. The library does not own this building, to maintain a 2nd floor the staffing costs would double which would mean raising taxes, handicapped parking still would be 1 block away, etc.

No further business. Feeney, seconded by Gortner made a motion to adjourn the meeting. The meeting was adjourned at 5:57 p.m.

The next scheduled Board of Trustees meeting will be May 1, 2013 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
May 1, 2013**

The Allerton Public Library District Library Board of Trustees met on Wednesday May 1, 2013 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

Roll Call

Present: Sue Lochbaum Luke Feeney, Sue Gortner, Brian Finet, and Jeff Clodfelter.
Absent: Beth Manuel and Ellie Tracy.

President's Report

No report.

Secretary's Report (Approval of Minutes)

The minutes were reviewed. No corrections or additions. The minutes will stand approved as printed.

Correspondence, Communications, Public Comment

Keddy Hutson, Jim Ayers, and Quentin Rund were present. Jim Ayers was representing the Monticello Community Building Board of Managers and Keddy Hutson and Quentin Rund representing Monticello Main Street. They again made a presentation to the trustees in hopes of keeping the library in the current location. Gortner commented that the search for a library site has been a long three year process. She felt we need to focus and start moving forward. Property was purchased in December 2012 so a capital investment has been made in a new library site.

Financial Report (Approval of Bills Payable)

Winters gave the Financial Report. Lochbaum made a motion to approve the bills, seconded by Gortner. Motion carried.

5 AYES: Clodfelter, Feeney, Finet, Gortner, Lochbaum. 0 NAYS. 2 ABSENT: Manuel and Tracy.

Librarian's Report

Circulation for April was 5222 (3 weeks) with 62 new items added to the collection and 0 discarded from the collection. There were 20 new patrons and an additional 34 patron renewals for the month of April. There were 211 Internet sessions in April.

The Illinois Heartland Library System automation system upgrade to Polaris was April 1-10, 2013. The new system is very much different than any other product we've used in the past. It has been tough going for the library staff. The library closed the 2 days following the Go-Live date. This was very helpful as one whole day was spent re-requesting our patrons holds that did not migrate to the new automation system. The second day was spent trying to maneuver between different modules.

The grant money for the digitization project was received from the Robert Milligan Trust. The \$100,000 will go a long way to digitizing the Piatt County, Illinois newspapers and High School yearbooks.

The Auditor is scheduled for September 4-6, 2013.

Children's Librarian Kristen Lawson has resigned to take a job in Colorado and Library Clerk Debbie Marshall has resigned to spend more time with her family. Even without a children's librarian, the library will still present a summer reading program. The staff is working hard to schedule 14 programs for the summer as well as set up the independent reading program.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

Feeney reported on the Fiber Optic Committee meeting that he recently attended. The final route has been agreed upon and this will allow us to stay within the initial budget with access lines to each entity's property. The next focus will be how to manage the project.

New Business

Bids on maintaining the Appletree property were reviewed. Comparing the three bids, Lochbaum made a motion to take the lowest bid from Ben Cravens, seconded by Clodfelter.

5 AYES; Clodfelter, Feeney, Finet, Gortner, Lochbaum. 0 NAYS. 2 ABSENT: Manuel and Tracy. Clodfelter and Gortner will meet with Ben Cravens in the very near future.

Winters presented the 2013/14 Budget Worksheet. A short discussion followed. Trustees should review the 2013/14 numbers as a temporary budget will need to be passed at the June meeting.

No further business. Lochbaum, seconded by Clodfelter made a motion to adjourn the meeting. The meeting was adjourned at 5:25 p.m.

The next scheduled Board of Trustees meeting will be June 5, 2013 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
June 5, 2013**

The Allerton Public Library District Library Board of Trustees met on Wednesday June 5, 2013 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:04 p.m.

Roll Call

Present: Sue Lochbaum, Sue Gortner, Beth Manuel, Brian Finet, and Ellie Tracy (arrived at 4:10)

Absent: Jeff Clodfelter and Luke Feeney

Also present was Ronn Davis, Tamara Davis Wilson, Dick Warner, Mike McHale, Mark McHale, Quentin Rund, Steve Shreffler, Steve Hoffman, and Brian Murphy.

President's Report

No report.

Secretary's Report (Approval of Minutes)

The minutes were reviewed. No corrections or additions. The minutes will stand approved as printed.

Correspondence, Communications, Public Comment

Monticello Township Supervisor Ronn Davis spoke to the library trustees about the relationship between Monticello Township and Monticello Community Building. They have met with the township's attorney John Foltz and it is a township building with the Monticello Community Building Board of Managers having the final say in the building's future.

Ronn Davis, speaking on behalf of himself stated that the library has made an investment in property. He would like the library to stay in the Monticello Community Building but at this point he believes the "horse is out of the barn."

Mike McHale of the Monticello Community Building Board of Managers stated that he had come to a board meeting with Monticello Community Building Board's attorney Jim Ayers a few years ago and was still willing to do whatever they could to keep the library in the current building whether it be "to sell it to us if they could or give it to us."

Mark McHale of the Monticello Community Building Board of Managers would like to see the current structural engineer's report expanded. Perhaps they could be a "small partner behind the scenes" and conduct a feasibility study. The current structural engineer's report we have is now 4 years old.

Several trustees spoke of the process taken to get to this point. It has been a long and complex search for a site with no easy button. The current building has ADA

Accessibility issues including heavy doors, narrow aisles, and handicapped parking a block away. Public library districts can only levy a tax of 0.02% of the taxable property in the district for maintenance of a building and with the current assessment that would only bring in approximately \$25,000 annually. Other issues mentioned were the cost to staff 2 floors and the length of time the library would need to be closed.

Financial Report (Approval of Bills Payable)

Manuel gave the Financial Report. Lochbaum made a motion to approve the bills, seconded by Finet. Motion carried.

5 AYES: Finet, Gortner, Lochbaum, Manuel, and Tracy. 0 NAYS. 2 ABSENT: Clodfelter and Feeney.

Manuel would like to lower the monthly automatic transfer from the Money Market Account 8100412 to the Checking Account 100579 from \$30,000 to \$10,000 just for the month of June. It was moved by Finet, seconded by Tracy. Motion carried.

5 AYES: Finet, Gortner, Lochbaum, Manuel, and Tracy. 0 NAYS. 2 ABSENT: Clodfelter and Feeney.

Librarian's Report

Circulation for May was 6,241 with an additional 979 interlibrary loan items borrowed and 982 interlibrary loan items loaned. 1,334 new items were added to the collection and 619 discarded from the collection. There were 23 new patrons and an additional 27 patron renewals for the month of May. There were 239 Internet sessions in May. Logins to the library's PAC was 20,974. We currently have 36,296 items in our collection and we have 3,886 active patrons.

The Illinois Heartland Library System is still working out the bugs in the new Polaris automation system. It IS getting better and the library staff is not feeling as overwhelmed.

The library has 2 new part-time library clerks. Paula Westburg and Amy Broyles will begin training this month with each working approximately 10-12 hours per week.

The Summer Reading Program Independent Reading Program began this past Sunday and the Summer Reading Program Events will begin on Monday June 10, 2013. This year's state theme is "Have Book Will Travel."

The Per Capita Grant funds were received in the amount of \$6,069.30 with the money to be used for website development which will be better designed to handle our databases, ebooks, and digitization projects as well as offering more flexibility in content.

Committee Reports

Financial Committee

Manuel reported on the Maher Trust fund which was set up in 1964. It is a small trust of \$2,589 with only the annual interest to be spent on books. Manuel will contact the bank to see if this trust can be dissolved.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

Gortner reported that she was approached by Terry Summer with the City of Monticello about the Appletree site. He would like to come to a meeting to share the history of the site along with some reports. Ben Cravens has begun working on the outside maintenance of the Appletree property. There is an irrigation system out there and he will mark it with flags.

Unfinished Business

Tracy reported that there will be another Fiber Optic Project meeting this coming week. The main hub will be located at the North State Street Piatt County Building.

Winters reviewed the 2013/2014 Tentative Operating Budget. Manuel made a motion to approve as presented, seconded by Tracy. Motion carried.

5 AYES: Finet, Gortner, Lochbaum, Manuel, and Tracy. 0 NAYS. 2 ABSENT: Clodfelter and Feeney.

Manuel made a motion to approve the 2013/2014 Payroll Schedule, seconded by Lochbaum. Motion carried.

5 AYES: Finet, Gortner, Lochbaum, Manuel, and Tracy. 0 NAYS. 2 ABSENT: Clodfelter and Feeney.

New Business

The Meeting Dates Ordinance 2013-01 was presented. Lochbaum moved that it be adopted, seconded by Manuel. Ordinance adopted.

5 AYES: Finet, Gortner, Lochbaum, Manuel, and Tracy. 0 NAYS. 2 ABSENT: Clodfelter and Feeney.

The 2013/14 Holidays and Days Closed was presented. Lochbaum made a motion to approve, seconded by Manuel. Motion carried.

5 AYES: Finet, Gortner, Lochbaum, Manuel, and Tracy. 0 NAYS. 2 ABSENT: Clodfelter and Feeney.

Lochbaum made a motion that the Minutes of the Closed Meetings remain closed, seconded by Gortner. Motion carried.

5 AYES: Finet, Gortner, Lochbaum, Manuel, and Tracy. 0 NAYS. 2 ABSENT: Clodfelter and Feeney.

The Prevailing Wage Ordinance 2013-02 was presented. Tracy moved that it be adopted, seconded by Lochbaum. Ordinance adopted.

5 AYES: Finet, Gortner, Lochbaum, Manuel, and Tracy. 0 NAYS. 2 ABSENT: Clodfelter and Feeney.

No further business. Manuel, seconded by Tracy made a motion to adjourn the meeting. The meeting was adjourned at 5:05 p.m.

The next scheduled Board of Trustees meeting will be July 10, 2013 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
July 10, 2013**

The Allerton Public Library District Library Board of Trustees met on Wednesday July 10, 2013 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:03 p.m.

Roll Call

Present: Sue Gortner, Beth Manuel, Brian Finet, and Jeff Clodfelter.

Absent: Luke Feeny, Sue Lochbaum, and Ellie Tracy.

Also present was library attorney John Foltz.

President's Report

No report.

Secretary's Report (Approval of Minutes)

The minutes were reviewed. No corrections or additions. The minutes will stand approved as printed.

Correspondence, Communications, Public Comment

Finet asked how library trustees were to respond to email correspondence from the public. Foltz responded that it is best to have one spokesperson for the board of trustees and that one voice should respond in an open forum. He reminded the trustees that comments made between more than 3 trustees would be a violation of the Open Meetings Act.

Bonnie Bratt spoke of her love of the library and asked that the library reconsider staying in the downtown area.

Rex Kallembach handed out packets of information for the trustees containing snippets of information from past library board meeting minutes and emails. He questioned the Fraunenhoffer structural report of the Monticello Community Building as although it was on letterhead, it was not signed therefore making it void. He would like to see a feasibility study and a capital budget for the new project.

Peg Vermillion Bargon presented information from the Institute of Museums and Libraries. She questioned the circulation numbers and statistics for the library. She mentioned the library moving forward too quickly. She further stated that as she is involved in the building of the Piatt County Museum she has seen mistakes made.

Steve Shreffler reminded the trustees that we are a taxing body with a volunteer board and we are not made up of specialists. The library needs to involve all 5,900 people in all decisions made for the taxing district. Items like paperclips can be decided by library

staff but everything else by those in the taxing district. He believes the trustees had the best intentions but feels that this decision will affect the downtown area community.

Financial Report (Approval of Bills Payable)

Manuel gave the Financial Report. Finet made a motion to approve the bills, seconded by Clodfelter. Motion carried.

4 AYES: Clodfelter, Finet, Gortner, and Manuel 0 NAYS. 3 ABSENT: Feeney, Lochbaum, and Tracy.

Taxes have been paid on the Appletree property for this year. The library did receive a tax exemption on property for next year. Manuel also will contact the bank about collateral pledging for the Special Reserve Fund since our balance is now over the \$250,000 FDIC limit.

Librarian's Report

Circulation for June was 7,337 with an additional 1,095 interlibrary loan items borrowed and 1,010 interlibrary loan items loaned. 331 new items were added to the collection and 65 discarded from the collection. There were 53 new patrons and an additional 71 patron renewals for the month of June. There were 231 Internet sessions in June. Logins to the library's PAC was 19,350. We currently have 34,156 items in our collection and we have 3,797 active patrons.

Cara Stoerger has been hired for Youth Services and Programming. She will begin training on August 1, 2013.

The library has set up a rotating library collection at the Villas of Hollybrook. It will be similar to the rotating collections at the Piatt County Nursing Home, Maple Point, and Tatman Village.

There hasn't been much time to work on the Digitization Grant. Winters did talk to the representative at the HF Group and they agreed to supply the transportation containers for the project which will save us quite a bit of money. They agreed to pick up the original newspaper books at the Piatt County Historical & Genealogical Society which will save the library staff from hauling them back and forth. They expect the turnaround time to be approximately 90 days and we will break the project down in 2 shipments of approximately 100 books each with the insurance policy of \$1 million per shipment from the minute it is transferred to the courier until it is safely returned.

The Summer Reading Program has begun. 224 children have registered for the Independent Reading program. In addition, the library held 6 programs in June with a total attendance of 147. The largest (and most popular) program was the Clothespin Puppet Show with 17 children registering but in attendance.

Winters has talked to a couple of Monticello Jr. Women's Club members. The club is struggling to keep active and the time has come for the library to once again take a more active role in the Reading is Fundamental distributions.

The Illinois Heartland Library System SHARE annual automation fee for FY2013/14 is \$5579, the SHARE cataloging fee for FY2013/14 will remain at \$10 per item, and the SHARE Media Mall fee is estimated to be \$824 but could increase as smaller libraries in the system drop out due to increased costs.

The Illinois Heartland Library System has received a grant from the Illinois State Library to develop a statewide eBook consortium. It will include the entire state with the exception of the Chicago Library System. The grant will pay for implementation and platform fees for the first 2 years of the grant period. A 3M system was chosen as it integrates with Polaris allowing patrons to check out the Ebooks directly from the OPAC.

Committee Reports

Financial Committee

Manuel spoke briefly about the Maher Trust. It is a small trust of \$2,589 with the interest to be spent on books. With the last few year's low interest rates, the interest has been approximately \$10. She has talked with the bank and as the bank no longer holds this in trust, it would be up to the trustees if we want to cash in the certificate of deposit at maturity and spend the principal on books. This will be added to next month's agenda

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

No update on the Shared Fiber Optic Network project.

New Business

The Annual Policy Manual Reviews were discussed. Finet questioned Foltz if the public participation clarification was in line with other entities. Foltz stated that there is a standard of 3-5 minutes and many public bodies require public participants to sign in ahead of time. Finet made a motion, second by Manuel that the revisions be approved as present. Motion carried.

4 AYES: Clodfelter, Finet, Gortner, and Manuel 0 NAYS. 3 ABSENT: Feeney, Lochbaum, and Tracy.

Winters reported that Library Architect Mark Misselhorn is working on a proposed work scope and fee for schematic design services. He hopes to have the proposal to us by the end of July in time for the August meeting.

No further business. Manuel, seconded by Finet made a motion to adjourn the meeting. The meeting was adjourned at 5:00 p.m.

The next scheduled Board of Trustees meeting will be August 7, 2013 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
August 7, 2013**

The Allerton Public Library District Library Board of Trustees met on Wednesday August 7, 2013 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

Roll Call

Present: Sue Lochbaum, Luke Feeney, Sue Gortner, Beth Manuel, Brian Finet, Ellie Tracy, and Jeff Clodfelter.

Also present was library attorney John Foltz.

President's Report

No report.

Secretary's Report (Approval of Minutes)

The minutes were reviewed. Under Correspondence, Communications, Public Comments – the last line. Finet reminded the trustees that comments made between 3 **or more** trustees would be a violation of the Open Meetings Act. Under the Librarian's Report, Summer Reading Program – The largest (and most popular) program was the Clothespin Puppet Show with 17 children registering but **65** in attendance. Feeney made a motion, seconded by Clodfelter that the minutes be approved as corrected. Motion carried.

7 AYES: Clodfelter, Feeney, Finet, Gortner, Lochbaum, Manuel and Tracy. 0 NAYS. 0 ABSENT.

Correspondence, Communications, Public Comment

Lochbaum asked that the Unfinished Business agenda item for the Library Building Schematic Design be moved to New Business following the Proposal/Feasibility Study of the Township Community Building.

Bonnie Bratt read a statement of response from Keddy Hutson who was unable to attend addressing ownership, the structural condition, handicapped access, renovation, and maintenance of the Community Building.

Peg Bargon expressed concerns back from February 2009 when the board “abandoned the building.” She asked that the board give this building a chance.

Rex Kallembach shared data compiled by Kevin Osborne who was unable to attend. He stated survey numbers are not reliable as all property tax payers should be surveyed not just library users. He further stated that Fred Schlipf does not respect “this jewel of a building” and gives nothing but petty excuses of why a new building is needed. He wants to see a capital budget for the Appletree site.

Joe Brown wants to see the library stay in the downtown as it is the heart of Monticello. Look at staying in the current building so the uniqueness is not lost. He compared Monticello library with Mahomet library and believes that the library is asking for taxpayers to pick up the cost for a new building.

Steve Shreffler echoed what had already been said. He felt there was no rush for a new building. Expenses need to be explained for all major purchases. This is a life changing decision and trustees need more due diligence and need to hire qualified experts and get second opinions.

Bill Glasgow spoke of his love of the library. He uses the library a lot and believes it is a good and well run library. This is a once in a lifetime opportunity for the library. Plan for the future and make the best possible library. Trustees are elected to do the best for the community.

Dean Hixson wants to see a real building study. He would like to see the “hanging questions” answered before moving forward.

Financial Report (Approval of Bills Payable)

Manuel gave the Financial Report. Lochbaum made a motion to approve the bills, seconded by Tracy. Motion carried.

7 AYES: Clodfelter, Feeney, Finet, Gortner, Lochbaum, Manuel and Tracy. 0 NAYS. 0 ABSENT.

Librarian's Report

Circulation for July was 7,528 with an additional 1,268 interlibrary loan items borrowed and 1,042 interlibrary loan items loaned. 142 new items were added to the collection and 203 discarded from the collection. There were 33 new patrons and an additional 52 patron renewals for the month of July. There were 276 Internet sessions in July. Logins to the library's PAC was 19,291. We currently have 36,521 items in our collection and we have 3,786 active patrons.

A total of 243 children registered for the Independent Reading program this summer. The library held an additional 8 programs in July with 159 in attendance.

There is nothing to report from the Illinois Heartland Library System.

There is nothing to report on the Digitization Grant as there has been no time to work on the project this summer.

The auditor will be here in early September.

Winters gave a brief report on reasons people use the library, types of people who use the library, and a few considerations of why people come into the library.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

The Shared Fiber Optic Network project is still moving forward steadily.

New Business

Manuel talked about the Maher Trust which is \$2,589. The certificate of deposit comes due in late December and was set up so that the interest was to be spent purchasing books. With the current interest rates it is only earning approximately \$9.00 a year. We should consider cashing in the certificate of deposit at maturity and purchasing books. This item will be added to the November agenda.

Winters has received numerous Freedom of Information requests and would like to designate library employee Lorrie Taylor as deputy FOIA officer to help with the requests. Tracy made a motion, seconded by Finet that Lorrie Taylor be appointed as Deputy FOIA officer. Motion carried.

7 AYES: Clodfelter, Feeney, Finet, Gortner, Lochbaum, Manuel and Tracy. 0 NAYS. 0 ABSENT.

Finet read through the Proposal/Feasibility study of the Township Community Building. The second page has several specifications spelled out. He has had conversations with the Monticello Community Building Board of Managers about a possible \$10,000-\$15,000 engineering study for the Community Building to be divided equally between the Community Building Board of Managers and the library. Details are not worked out yet as there will always be some unknowns. Lochbaum stated that given information we had, the trustees had best intentions. The money isn't going anywhere but it is losing value for building and spending power. That being said, she sees no reason not to do a full feasibility study. Feeney mentioned the naming rights for Carle Foundation. What is the library doesn't build a new facility? Will Carle Foundation be satisfied with the room in the current building? That is something to investigate if we consider staying in the current building. Tracy would like to see concrete answers before entering into an agreement for the feasibility study. If the money is coming equally from the two entities choosing an architect and engineer should be agreed upon equally. Finet suggested that we could use the library's architect Mark Misselhorn as he is familiar with our project. Gortner stated

she was not comfortable pushing the project off and believed that phased construction would only add to our final costs. Finet is willing to talk to the Community Building Board of Managers to find out what they are willing to spend on the full feasibility study and investigate leasing or deeding the building. Foltz suggested that we get some solid interest from the Monticello Community Building Board of Managers with funding numbers and find out if they would be comfortable with the library's architect. They should draft a letter of intent to the library board agreeing to fund the full feasibility study at 50%. He also suggested that we need to research specifics for deeding a community building and specifics for lengths of long-term leases for a community building. All this should be done before the regularly scheduled September meeting. The Proposal/Feasibility study was tabled along with the Library Building Schematic Design.

No further business. Feeney, seconded by Lochbaum made a motion to adjourn the meeting. The meeting was adjourned at 5:55 p.m.

The next scheduled Board of Trustees meeting will be September 4, 2013 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
September 4, 2013**

The Allerton Public Library District Library Board of Trustees met on Wednesday September 4, 2013 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

Roll Call

Present: Sue Lochbaum, Luke Feeney, Sue Gortner, Beth Manuel, Brian Finet, Ellie Tracy, and Jeff Clodfelter.

Also present was library attorney John Foltz.

President's Report

No report.

Secretary's Report (Approval of Minutes)

The minutes were reviewed. For clarification, under Secretary's Report - ~~He~~ **Finet** reminded the trustees that comments made between ~~more than~~ 3 or more trustees would be a violation of the Open Meetings Act. Under the Finance Committee report it should be noted that there was no report. Feeney made a motion, seconded by Tracy that the minutes be approved as corrected. Motion carried.

7 AYES: Clodfelter, Feeney, Finet, Gortner, Lochbaum, Manuel and Tracy. 0 NAYS. 0 ABSENT.

Correspondence, Communications, Public Comment

Kevin Osborne passed out blue folders of information for the trustees to review.

Rex Kallembach passed out a packet of information and voiced his frustration with not being allowed to be placed on the agenda the third month in a row – other than during public comment portion of the meeting.

Steve Shreffler spoke of library traffic comparing it to the local grocery store. He reminded the trustees that the community building is supported by the tax payers, the same tax payers that support the public library district.

Financial Report (Approval of Bills Payable)

Manuel gave the Financial Report. Clodfelter made a motion to approve the bills, seconded by Lochbaum. Motion carried.

7 AYES: Clodfelter, Feeney, Finet, Gortner, Lochbaum, Manuel and Tracy. 0 NAYS. 0 ABSENT.

Librarian's Report

Circulation for August was 6,822 with an additional 1,275 interlibrary loan items borrowed and 1,044 interlibrary loan items loaned. 232 new items were added to the

collection and 16 discarded from the collection. There were 28 new patrons and an additional 44 patron renewals for the month of August. There were 255 Internet sessions in August. Logins to the library's PAC was 18,279. We currently have 34,340 items in our collection and we have 3,796 active patrons.

The Illinois Heartland Library System expects an update to the Polaris automation system in the near future. The Decatur office of IHLS has been sold so there are now 3 offices – Champaign, Edwardsville, and Carterville. IHLS continues to work on the routing of library materials in a more efficient manner.

The Digitization Grant will most likely begin in mid-October. Winters is working with the courier service to see if they can accommodate the Piatt County Historical & Genealogical Society's request for Monday October 14, 2013 since they are open that afternoon. Approximately a week prior to the pickup, library staff will be boxing the materials for shipment.

New library employee Cara Stoerger began this past month. She has been training on the new library automation system, setting up programs for the kids, and is working on the library's new website.

The Per Capita Grant is due in mid-October. Winters will be applying for funds for preservation once again – for both binding and digitization.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

Feeney reported that the Shared Fiber Optic Network project is still progressing forward. Hopefully there will be more news to report at the next meeting.

The proposal and feasibility study of the township community building was discussed. Finet reported that he has talked with community building board of managers Mark McHale. The community building board of managers have met and their attorney is looking into options. They would like to see if it is feasible to sell or rent space to the library prior to making any commitments.

Foltz read from the letter dated August 12, 2013 about possible legal restrictions for the purchase or lease of the community building. There appears to be some obstacles to a long term lease – not impossible but possibly problematic. On August 19, 2013 Foltz had contacted the attorney for the community building asking for an opinion letter as to what the community building can and can not do. Attorney Jim Ayers had sent a note just prior to the meeting today that he needed more time to investigate the matter.

Clodfelter expressed his disappointment that nothing has happened in a month with the previous given deadline.

Finet made a motion to begin soliciting proposals for a feasibility study. Trustees expressed concern about beginning this process without knowing if the community building board of managers intend on making a monetary commitment to split the cost of the feasibility study. There was no second on the motion. The motion dies.

Foltz suggested drafting a letter to the community building board of manager's attorney giving them until the next scheduled library board meeting (October 2, 2013) to research and investigate as to what the community building can and can not do.

The library building schematic design was briefly discussed. It seems as if we are still waiting on the community building board of managers to investigate what they can and can not do, we should wait on the schematic design for now. Finet questioned the current proposal from library architect Mark Misselhorn. Finet would like to see more detail in the proposal including cost figures for the entire library building process not just the schematic design services which Misselhorn had listed at \$32,500 which he stated was 15-20% of the total cost of professional services for the library building project. Winters will contact Misselhorn to see if he can outline the entire process without knowing more detail about the library site or building type.

No action taken on the proposal for a feasibility study of the township community building and the library building schematic design.

New Business

A motion to adopt the presented Budget & Appropriation Ordinance was made by Manuel, seconded by Clodfelter. The ordinance is adopted.

7 AYES: Clodfelter, Feeney, Finet, Gortner, Lochbaum, Manuel and Tracy. 0 NAYS. 0 ABSENT.

No further business. The meeting was adjourned at 5:20 p.m.

The next scheduled Board of Trustees meeting will be October 2, 2013 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
October 2, 2013**

The Allerton Public Library District Library Board of Trustees met on Wednesday October 2, 2013 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

Roll Call

Present: Sue Lochbaum, Luke Feeney, Sue Gortner, Beth Manuel, Brian Finet, Ellie Tracy, and Jeff Clodfelter.

Also present was library attorney John Foltz.

President's Report

No report.

Secretary's Report (Approval of Minutes)

The minutes were reviewed. Hearing no objections, the minutes will stand approved as printed. A roll call vote was taken.

7 AYES: Clodfelter, Feeney, Finet, Gortner, Lochbaum, Manuel and Tracy. 0 NAYS. 0 ABSENT.

Correspondence, Communications, Public Comment

Steve Shreffler again questioned annual visit numbers from the Illinois Public Library Annual Report.

Rex Kallembach read through the *Top 10 Things Learned Thus Far*.

Brian Murphy likes the library but would like to see a feasibility study.

Madonna Davis spoke as a proponent of the new library and new site.

Dean Hixson asked for more detail in the minutes from Kallembach's *Top Ten Things Learning Thus Far*.

Stacy Cribbs sent a letter and signed petition in support for the new library site.

Financial Report (Approval of Bills Payable)

Manuel gave the Financial Report. Tracy made a motion to approve the bills, seconded by Finet. Motion carried.

7 AYES: Clodfelter, Feeney, Finet, Gortner, Lochbaum, Manuel and Tracy. 0 NAYS. 0 ABSENT.

Librarian's Report

Circulation for September was 5,905 with an additional 1,186 interlibrary loan items borrowed and 1,055 interlibrary loan items loaned. The library had 702 reciprocals. 272 new items were added to the collection and 0 discarded from the collection. There were 38 new patrons and an additional 47 patron renewals for the month of September. There were 204 Internet sessions in September. Logins to the library's PAC was 17,793.

19 programs were given in September with a total attendance of 354. The Lego Party was a big hit with 60 in attendance. In October the library will be presenting the Kid's Read Program the 2nd week in October. This is the biannual distribution of free books to preschool and kindergarten aged children. Also this month, the library will try a new program on October 23rd – Early School Dismissal Craft & Snack program. A Halloween event is planned for October 31st at 4:30 with stories, activities, and treats.

The first shipment of the large newspaper books for the digitization grant will be Monday October 14, 2013. Library staff and Piatt County Historical & Genealogical Society volunteers will box up the books next week in preparation for the courier's arrival on Monday October 14, 2013.

The Illinois Public Library Annual Report for last fiscal year has been filed.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

Feeney reported that the Shared Fiber Optic Network project is still progressing forward. A maintenance lease agreement will be the next step. There is no time line as of yet.

A motion was made by Clodfelter, seconded by Lochbaum to go into closed session to discuss the purchase or lease of real estate. The time was 4:29 p.m. A roll call vote was taken.

7 AYES: Clodfelter, Feeney, Finet, Gortner, Lochbaum, Manuel and Tracy. 0 NAYS. 0 ABSENT.

Return from closed session, the time was 5:20 p.m.

The Proposal/Feasibility study of the Monticello Township building was discussed. Manuel stated that the community building board of managers did not address concerns in the letter from the library trustees to the community building board of managers. Lochbaum stated she saw no action on their part. Clodfelter stated that they ignored 6 of the 7 questions posed to them. Finet stated he remains interested and made a motion to

solicit proposals for the feasibility study of the Monticello Township building. There was no second on the motion, the motion dies.

The Library building schematic design was briefly discussed. We are not ready to move forward on the schematic design this month. We will follow up next month on this discussion.

New Business

The tax levy numbers were discussed. These are the same numbers discussed previously. The levy amounts are nearly the same as last year's numbers. Finet made a motion seconded by Manuel that we accept these numbers. Motion carried. The vote on the levy ordinance will be next month.

7 AYES: Clodfelter, Feeney, Finet, Gortner, Lochbaum, Manuel and Tracy. 0 NAYS. 0 ABSENT.

No further business. The meeting was adjourned at 5:35 p.m.

The next scheduled Board of Trustees meeting will be a special meeting held next Wednesday, October 9, 2013 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
Special Meeting
October 9, 2013**

The Allerton Public Library District Library Board of Trustees met on Wednesday October 9, 2013 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

Roll Call

Present: Sue Lochbaum, Sue Gortner, Beth Manuel, Ellie Tracy, and Jeff Clodfelter.

Absent: Feeney and Finet.

Also present was library attorney John Foltz.

Correspondence, Communications, Public Comment

Kevin Osborne handed out documents and spoke about "Why is Full Consideration of this Building is Imperative?"

Steve Shreffler spoke of possible OMA violations and previously requested FOIA documents.

Business

A motion was made by Clodfelter, seconded by Tracy to go into closed session to discuss the purchase or lease of real estate. The time was 4:09 p.m. A roll call vote was taken.

5 AYES: Clodfelter, Gortner, Lochbaum, Manuel, and Tracy. 0 NAYS. 2 ABSENT.

Return from closed session, the time was 4:38 p.m.

No motions from discussion in the closed session.

No further business. A motion to adjourn the meeting by Lochbaum, seconded by Manuel.

4 AYES: Gortner, Lochbaum, Manuel, and Tracy. 0 NAYS. 3 ABSENT (Clodfelter departed at 4:30)

The next scheduled Board of Trustees meeting will be November 6, 2013 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
November 6, 2013**

The Allerton Public Library District Library Board of Trustees met on Wednesday November 6, 2013 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

Roll Call

Present: Luke Feeney, Sue Gortner, Beth Manuel, and Jeff Clodfelter.

Absent: Sue Lochbaum and Ellie Tracy.

Also present was library attorney John Foltz.

President's Report

No report.

Secretary's Report (Approval of Minutes)

The minutes of the October 2, 2013 and October 9, 2013 meetings were reviewed.

Hearing no objections, the minutes will stand approved as printed. A roll call vote was taken.

4 AYES: Clodfelter, Feeney, Gortner, and Manuel. 0 NAYS. 2 ABSENT.

Correspondence, Communications, Public Comment

Clodfelter reported that he and Gortner met informally with a city alderman, city superintendent Floyd Allsop, and mayor Chris Corrie about a possible property swap with the Pepsin property. Any possible swap would be dependent upon the loan payback on the Brownfield grant as well as a way to make the trade more even as the Appletree property is larger and assessed much higher than the Pepsin property. As this was an informal meeting, no commitments have been made.

Several people spoke during the public comment session asking trustees to stay in the current building.

Financial Report (Approval of Bills Payable)

Manuel gave the Financial Report. Clodfelter made a motion to approve the bills, seconded by Gortner. Motion carried.

4 AYES: Clodfelter, Feeney, Gortner, and Manuel. 0 NAYS. 2 ABSENT.

Librarian's Report

Circulation for October was 5,891 with an additional 1,220 interlibrary loan items borrowed and 1,090 interlibrary loan items loaned. The library had 826 reciprocals. 344 new items were added to the collection and 370 discarded from the collection. There were 15 new patrons and an additional 39 patron renewals for the month of October. There were 215 Internet sessions in October. Logins to the library's PAC was 17,991.

Some new statistics this month are statistics from the library's Facebook page and the library's website.

Program attendance for October was 659. The Kids Read Program and the Halloween events were very well attended.

The courier service picked up the first shipment of the digitization grant. 58 boxes of large newspaper boxes were picked up on October 14, 2013. The next shipment will likely be in mid December.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

Feeney reported that the Shared Fiber Optic Network project is still progressing forward.

A motion was made by Manuel, seconded by Clodfelter to go into closed session to discuss the purchase or lease of real estate. The time was 4:35 p.m. A roll call vote was taken.

4 AYES: Clodfelter, Feeney, Gortner, and Manuel.0 NAYS. 2 ABSENT.

Return from closed session, the time was 5:00 p.m.

A motion was made by Feeney, seconded by Manuel to go into closed session to discuss the selection of a person to fill the un-expired term of library trustee Finet. The time was 5:02. A roll call vote was taken.

4 AYES: Clodfelter, Feeney, Gortner, and Manuel.0 NAYS. 2 ABSENT.

Return from closed session, the time was 5:20 p.m.

No new information has been received and answers to questions asked of the Monticello Community Building Board of Managers remain unanswered.

A motion was made by Manuel, seconded by Clodfelter to appoint Lynn Richardson to fill the un-expired term of library trustee Finet. A roll call vote was taken.

4 AYES: Clodfelter, Feeney, Gortner, and Manuel.0 NAYS. 2 ABSENT.

The Library Building Schemetic Design was table until next month.

The tax levy ordinance was reviewed. The levy numbers remain nearly the same as last year. A motion was made by Feeney to adopt the levy, seconded by Manuel. A roll call vote was taken. The tax levy ordinance was adopted.

4 AYES: Clodfelter, Feeney, Gortner, and Manuel.0 NAYS. 2 ABSENT.

The Maher Trust which is a \$2,589 certificate of deposit to purchased books with the interest earned from the certificate of deposit was discussed. The interest coming in from the certificate of deposit has been declining and last year's interest was \$9. Feeney made a motion to dissolve the Maher Trust certificate of deposit and use the monies to purchase books, seconded by Manuel. A roll call vote was taken.

4 AYES: Clodfelter, Feeney, Gortner, and Manuel.0 NAYS. 2 ABSENT.

New Business

No further business. The meeting was adjourned at 5:25 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, December 4, 2013 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
December 4, 2013**

The Allerton Public Library District Library Board of Trustees met on Wednesday December 4, 2013 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

Roll Call

Present: Luke Feeney, Sue Gortner, Beth Manuel, Lynn Richardson, and Jeff Clodfelter.

Absent: Sue Lochbaum and Ellie Tracy.

Also present was library attorney John Foltz.

Lynn Richardson took an oath of office and she was welcomed to the Board of Library Trustees.

President's Report

Gortner appointed library trustee Richardson to the Financial Committee.

Secretary's Report (Approval of Minutes)

The minutes of the November 6, 2013 meeting were reviewed. Feeney made a motion, seconded by Manuel that the minutes stand approved as presented. A roll call vote was taken.

5 AYES: Clodfelter, Feeney, Gortner, Manuel, and Richardson. 0 NAYS. 2 ABSENT.

Correspondence, Communications, Public Comment

Steve Shreffler presented replacement copies for two damaged interlibrary loan books – Winters will forward the copies to the owning libraries to see if they will accept these copies as replacements without any additional charges for processing.

Financial Report (Approval of Bills Payable)

Manuel gave the Financial Report. Richardson made a motion to approve the bills, seconded by Gortner. Motion carried.

5 AYES: Clodfelter, Feeney, Gortner, Manuel, and Richardson. 0 NAYS. 2 ABSENT.

Manuel also advised the board that the library's checking account balance is slightly higher than usual and suggested that the \$30,000 automatic transfer from the General Library Fund money market account to the checking account be reduced for the month of December. Manuel made a motion, seconded by Clodfelter that we not transfer any funds from the General Library Fund money market account to the checking account for the month of December. Motion carried.

5 AYES: Clodfelter, Feeney, Gortner, Manuel, and Richardson. 0 NAYS. 2 ABSENT.

Librarian's Report

Circulation for November was 5,488 with an additional 1,065 interlibrary loan items borrowed and 890 interlibrary loan items loaned. The library had 862 reciprocals. 263 new items were added to the collection and 88 discarded from the collection. There were 21 new patrons and an additional 40 patron renewals for the month of November. There were 198 Internet sessions in November. Logins to the library's PAC was 16,902.

Program attendance for November was 253. The library will be hosting a Mother/Daughter jewelry party on Thursday December 5, 2013 at 6:30 p.m. The library will also be hosting a Library Holiday Shop on Saturday December 7, 2013 from 9:00-5:00. Children have been reading since mid-November to earn library bucks earning \$1.00 for every 20 minutes of reading time (with a limit of \$30 per child). At last count there were approximately 140 children signed up to attend. Inventory for the Library Holiday Shop was donated by the Monticello Jr. Women's Club.

The carpet cleaners were at the library of Thanksgiving Friday to clean the carpets.

The library continues to have problems with the heat in the building. The Archives room especially has been extremely hot – up to 85 degrees – and the call number labels are popping off and the pages of the books and photographs are curling up. Rusty Milton has been in to try to regulate the temperature. At this point the registers are still turned off and some heat is coming from the steam pipes as the heat rises to the second floor. We will continue to work on controlling the heat.

As of this date there has been no correspondence nor funds received for the broken antique table.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

Feeney reported that the Shared Fiber Optic Network project continues to proceed forward and hopefully will come online early next year. Most likely the School District will come online first as they will have the highest volume.

A motion was made by Clodfelter, seconded by Feeney to go into closed session to discuss the purchase or lease of real estate. The time was 4:20 p.m. A roll call vote was taken.

5 AYES: Clodfelter, Feeney, Gortner, Manuel, and Richardson. 0 NAYS. 2 ABSENT.

Return from closed session, the time was 4:52 p.m.

No action on lease or purchase of real estate.

No action on library building schematic design.

New Business

Clodfelter, seconded by Manuel made a motion to keep the minutes of the closed sessions closed. Motion carried.

5 AYES: Clodfelter, Feeney, Gortner, Manuel, and Richardson. 0 NAYS. 2 ABSENT.

The 2014 Investment Policy was briefly reviewed. Feeney, seconded by Richardson made a motion to adopt the policy as presented. Motion carried.

5 AYES: Clodfelter, Feeney, Gortner, Manuel, and Richardson. 0 NAYS. 2 ABSENT.

No further business. Clodfelter made a motion, seconded by Feeney that the meeting be adjourned. The meeting was adjourned at 5:00 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, January 8, 2014 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary