

**ALLERTON PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
November 1, 2017**

The Allerton Public Library District Library Board of Trustees met on Wednesday November 1, 2017 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

**Roll Call**

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

**President's Report**

None.

**Secretary's Report (Approval of Minutes)**

The minutes of the October 2017 meeting were reviewed. A motion by Clodfelter, seconded by Manuel that they be approved as presented.

5 AYES: Clodfelter, Feeney, Gortner, Lochbaum, and Manuel.

0 NAYS, 2 ABSENT

**Correspondence, Communications, Public Comment**

None

**Financial Report (Approval of Bills Payable)**

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

5 AYES: Clodfelter, Feeney, Gortner, Lochbaum, and Manuel.

0 NAYS, 2 ABSENT

**Librarian's Report**

Circulation October was 7,078. 1,543 interlibrary loan items borrowed and 1,735 interlibrary loan items loaned. The library had 1,114 reciprocals. 397 new items were added to the collection and 367 discarded from the collection. There were 29 new patrons and an additional 28 patron renewals for the month of October. Logins to the library's PAC was 6,721.

Program attendance for the month of October was 742.

As it is getting too late to charge the irrigation system with water (because of the freezing temperatures) it is now being scheduled for early spring of 2018. The landscape designer will also be working this winter on a landscaping plan.

Update on the Hency funds. The probate attorney has checked with the attorney that drafted the Hency will and he was unaware of the living trust. Charles Schwab was contacted in April 2017 and again in June 2017 and they stated that this account was an IRA with the Living Trust named as the beneficiary. A new court date has been scheduled for December 28, 2017.

Just a reminder that the library will be closed on November 24, 2017 for carpet cleaning.

## **Committee Reports**

### **Financial Committee**

No report.

### **Personnel Committee**

No report.

### **Policy Committee**

No report.

### **Buildings & Grounds Committee**

No report.

### **Unfinished Business**

The property tax levy was reviewed.

*General Library Fund - \$197,093*  
*Illinois Municipal Retirement Fund - \$19,000*  
*Audit Fund - \$6,570*  
*Social Security/Medicare Fund - \$19,000*  
*Insurance Fund - \$19,885*  
*Total - \$261,548*

A motion by Manuel to adopt the levy, seconded by Gortner. Levy adopted.

5 AYES: Clodfelter, Feeney, Gortner, Lochbaum, and Manuel.

0 NAYS, 2 ABSENT

### **New Business**

Chapter 12 (Safety) from Standards for Illinois Public Libraries was reviewed.

No further business.

Motion by Feeney, seconded by Clodfelter that the meeting be adjourned at 4:23 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, December 6, 2017 at 4:00 p.m.

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Susan M. Lochbaum  
Secretary

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Lisa Winters  
Acting Secretary