

**ALLERTON PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
January 3, 2018**

The Allerton Public Library District Library Board of Trustees met on Wednesday January 3, 2018 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, Beth Manuel, and Ellie Tracy.

Absent: Lynn Richardson

**President's Report**

None.

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

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

6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, and Tracy.

0 NAYS, 1 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 Feeney. Motion carried.

6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, and Tracy.

0 NAYS, 1 ABSENT

**Librarian's Report**

Circulation December was 5,717. 1,353 interlibrary loan items borrowed and 1,325 interlibrary loan items loaned. The library had 1,079 reciprocals. 225 new items were added to the collection and 209 discarded from the collection. There were 13 new patrons and an additional 23 patron renewals for the month of December. Logins to the library's PAC was 6,420.

Program attendance for the month of December was 417.

The library held a Countdown to Christmas guessing game from December 11-22, 2017. Prizes were awarded to the daily winners.

In January the library will be having a jeopardy trivia game from January 8-31.

The AARP free tax preparation service will once again be held. It will begin in February and run through April 14, 2018 on Thursday evenings and Saturday mornings. Appointments may be made by calling the library.

### **Committee Reports**

#### **Financial Committee**

No report.

#### **Personnel Committee**

No report.

#### **Policy Committee**

No report.

#### **Buildings & Grounds Committee**

No report.

### **Unfinished Business**

#### **New Business**

An update to the Sexual Harassment Policy was reviewed. Motion by Manuel that the policy be adopted as presented, seconded by Tracy.

6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, and Tracy.

0 NAYS, 1 ABSENT

No further business.

Motion by Feeney, seconded by Clodfelter that the meeting be adjourned at 4:21 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, February 7, 2018 at 4:00 p.m.

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Susan M. Lochbaum  
Secretary

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Lisa Winters  
Acting Secretary