

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
January 2, 2019**

The Allerton Public Library District Library Board of Trustees met on Wednesday January 2, 2019 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, Sue Gortner, Sue Lochbaum, Beth Manuel, and Ellie Tracy.
Absent: Luke Feeney and Lynn Richardson.

President's Report

None.

Secretary's Report (Approval of Minutes)

The Secretary's Report was reviewed. The minutes of the December meeting were reviewed. A motion by Clodfelter, seconded by Tracy that they be approved as printed.
4 AYES: Clodfelter, Gortner, Manuel, and Tracy.
0 NAYS, 2 ABSENT, 1 ABSTAIN (Lochbaum)

Correspondence, Communications, Public Comment

None

Financial Report (Approval of Bills Payable)

Manuel gave the Financial Report. Gortner made a motion to approve the bills, seconded by Lochbaum. Motion carried.
5 AYES: Clodfelter, Gortner, Lochbaum, Manuel, and Tracy.
0 NAYS, 2 ABSENT

Librarian's Report

Winters gave the Librarian's Report. Circulation December was 4,872. 1,197 interlibrary loan items borrowed and 888 interlibrary loan items loaned. The library had 684 reciprocals. 174 new items were added to the collection and 8 discarded from the collection. There were 8 new patrons and an additional 38 patron renewals for the month of December. Logins to the library's PAC was 5,793. Wi-Fi usage was 432 sessions and Internet usage was 231 sessions.

Program attendance for the month of December was 181 (41 attending adult programs and 140 attending children's programs).

Work on the irrigation system is complete. There will be some seeding as well as training on operating the system in the spring.

No action on the detention pond.

AARP free tax preparation services will begin February 2, 2019 and continue through April 13, 2019. Appointments may be scheduled on Thursdays from 5:00-7:00 and Saturdays from 9:00-12:00.

Nomination papers have been filed for library trustees running in the April 2, 2019 consolidated election.

In mid-December a cracked window pane was found in the children's section. A replacement has been ordered and will soon be installed.

No update on the Hency funds. Last correspondence stated that the funds may be released in January 2019.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

None.

New Business

None.

Motion by Clodfelter, seconded by Manuel that the meeting be adjourned at 4:25 p.m.

The next scheduled Board of Trustees meeting will be held Wednesday, February 6, 2019 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
February 6, 2019**

The Allerton Public Library District Library Board of Trustees met on Wednesday February 6, 2019 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, Sue Gortner, Sue Lochbaum, and Ellie Tracy.

Absent: Luke Feeney, Beth Manuel, and Lynn Richardson.

President's Report

None.

Secretary's Report (Approval of Minutes)

The Secretary's Report was reviewed. The minutes of the January 2019 meeting were reviewed. A motion by Clodfelter, seconded by Tracy that they be approved as printed.

4 AYES: Clodfelter, Gortner, Lochbaum, and Tracy.

0 NAYS, 3 ABSENT

Correspondence, Communications, Public Comment

None

Financial Report (Approval of Bills Payable)

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

4 AYES: Clodfelter, Gortner, Lochbaum, and Tracy.

0 NAYS, 3 ABSENT

Librarian's Report

Winters gave the Librarian's Report. Circulation January was 6,157 (with an additional 357 from the library's APPs). 1,522 interlibrary loan items borrowed and 1,141 interlibrary loan items loaned. The library had 803 reciprocals. 237 new items were added to the collection and 1,301 discarded from the collection. There were 26 new patrons and an additional 36 patron renewals for the month of January. Logins to the library's PAC was 6,188. Wi-Fi usage was 511 sessions and Internet usage was 208 sessions.

Program attendance for the month of January was 289 (54 attending adult programs and 235 attending children's programs).

No action on the detention pond.

AARP free tax preparation services began Saturday February 2, 2019 and will continue through April 13, 2019. Appointments may be scheduled on Thursdays from 5:00-7:00 and Saturdays from 9:00-12:00.

The library hosted a Living History Wax Museum program this past month with 35 in attendance. Children portrayed historical figures of The Red Baron, Blackbeard, Margaret Knight, George W. Ferris, Sybil Ludington, Florence Nightingale, and Abraham Lincoln.

The library was closed for 2 days this past month. Saturday January 12, 2019 due to the heavy snow and Wednesday January 30, 2019 due to the frigid temperatures.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

None.

New Business

None.

Motion by Clodfelter, seconded by Tracy that the meeting be adjourned at 4:18 p.m.

The next scheduled Board of Trustees meeting will be held Wednesday, March 6, 2019 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES**

March 6, 2019

The Allerton Public Library District Library Board of Trustees met on Wednesday March 6, 2019 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, Lynn Richardson, and Ellie Tracy.
Absent: Sue Lochbaum and Beth Manuel.

President's Report

None.

Secretary's Report (Approval of Minutes)

The Secretary's Report was reviewed. The minutes of the February 2019 meeting were reviewed. A motion by Tracy, seconded by Feeney that they be approved as printed.
5 AYES: Clodfelter, Feeney, Gortner, Richardson, and Tracy.
0 NAYS, 2 ABSENT

Correspondence, Communications, Public Comment

None

Financial Report (Approval of Bills Payable)

Winters gave the Financial Report. Clodfelter made a motion to approve the bills, seconded by Gortner. Motion carried.
5 AYES: Clodfelter, Feeney, Gortner, Richardson, and Tracy.
0 NAYS, 2 ABSENT

Librarian's Report

Winters gave the Librarian's Report. Circulation February was 5,658 (with an additional 475 from the library's APPs). 1,429 interlibrary loan items borrowed and 1,143 interlibrary loan items loaned. The library had 698 reciprocals. 211 new items were added to the collection and 30 discarded from the collection. There were 17 new patrons and an additional 41 patron renewals for the month of February. Logins to the library's PAC was 5,534. Wi-Fi usage was 466 sessions and Internet usage was 268 sessions.

Program attendance for the month of February was 422 (23 attending adult programs and 399 attending children's programs).

No action on the detention pond.

AARP free tax preparation services began Saturday February 2, 2019 and will continue through April 13, 2019. Appointments may be scheduled on Thursdays from 5:00-7:00 and Saturdays from 9:00-12:00. To date there have been 156 scheduled appointments.

The library will be holding a used book sale from March 15 through March 20, 2019.

The library will host a Teen Art Show from March 26 through April 1, 2019.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

None.

New Business

None.

Motion by Feeney, seconded by Clodfelter that the meeting be adjourned at 4:11 p.m.

The next scheduled Board of Trustees meeting will be held Wednesday, April 3, 2019 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
April 3, 2019**

The Allerton Public Library District Library Board of Trustees met on Wednesday April 3, 2019 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, Sue Lochbaum, Beth Manuel, Lynn Richardson, and Ellie Tracy.

Absent: Jeff Clodfelter

President's Report

None.

Secretary's Report (Approval of Minutes)

The Secretary's Report was reviewed. The minutes of the March 2019 meeting were reviewed. A motion by Tracy, seconded by Richardson that they be approved as printed. 5 AYES: Feeney, Gortner, Lochbaum, Richardson, and Tracy.
0 NAYS, 1 ABSTAIN (Manuel), 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 Tracy. Motion carried.
6 AYES: Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy.
0 NAYS, 1 ABSENT

Librarian's Report

Winters gave the Librarian's Report. Circulation March was 6,195 (with an additional 656 from the library's APPs). 1,566 interlibrary loan items borrowed and 1,133 interlibrary loan items loaned. The library had 884 reciprocals. 292 new items were added to the collection and 58 discarded from the collection. There were 21 new patrons and an additional 31 patron renewals for the month of March. Logins to the library's PAC was 5,844. Wi-Fi usage was 520 sessions and Internet usage was 272 sessions.

Program attendance for the month of March was 432 (50 attending adult programs and 382 attending children's programs).

The Kids Read Program was this past month with 271 books distributed.

The annual Teen Art Show was held at the library with 45 teen artists participating.

News from Illinois Heartland Library System is that that the automation costs for Polaris and the I-Cloud subscription fee for next year will remain the same as this year.

The annual audit has been scheduled for the first week in September.

No action on the detention pond.

AARP free tax preparation services continue through April 13, 2019. To date there have been 189 scheduled appointments.

The landscaping project will soon resume for the season. Final touches on the irrigation system and new plantings for the front of the building should begin in mid to late May (weather permitting).

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

None.

New Business

None.

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

The next scheduled Board of Trustees meeting will be held Wednesday, May 1, 2019 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
May 1, 2019**

The Allerton Public Library District Library Board of Trustees met on Wednesday May 1, 2019 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, Lynn Richardson, and Ellie Tracy.

President's Report

None.

Secretary's Report (Approval of Minutes)

The Secretary's Report was reviewed. The minutes of the April 2019 meeting were reviewed. A motion by Tracy, seconded by Manuel that they be approved as printed. 6 AYES: Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy. 0 NAYS, 1 ABSTAIN (Clodfelter)

Correspondence, Communications, Public Comment

None

Financial Report (Approval of Bills Payable)

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

7 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy.

0 NAYS

Librarian's Report

Winters gave the Librarian's Report. Circulation April was 5,879. 1,419 interlibrary loan items borrowed and 1,155 interlibrary loan items loaned. The library had 921 reciprocals. 299 new items were added to the collection and 558 discarded from the collection. There were 16 new patrons and an additional 31 patron renewals for the month of April. Logins to the library's PAC was 5,377. Wi-Fi usage and Internet usage are not available yet.

Program attendance for the month of April was 320 (57 attending adult programs and 263 attending children's programs).

No action on the detention pond.

AARP free tax preparation services have concluded for the year. This year 198 appointments were scheduled.

The library will be closed on Wednesday May 15, 2019 for the annual maintenance day.

Work will begin in May in completing a trash enclosure at the back of the library. The concrete pad has already been poured and steel posts with composite fencing will be erected. The cost will be under \$14,000.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

None.

New Business

None.

Motion by Feeney, seconded by Clodfelter that the meeting be adjourned at 4:24 p.m.

The next scheduled Board of Trustees meeting will be held Wednesday, June 5, 2019 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES**

June 5, 2019

The Allerton Public Library District Library Board of Trustees met on Wednesday June 5, 2019 at 4:00 p.m. The meeting was called to order by Secretary Sue Lochbaum at 4:00 p.m.

Roll Call

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

President's Report

Welcome to new library trustee Mike Harris.

Secretary's Report (Approval of Minutes)

The Secretary's Report was reviewed. The minutes of the May 2019 meeting were reviewed. A motion by Tracy, seconded by Manuel that they be approved as printed. Motion carried.

5 AYES: Harris, Lochbaum, Manuel, Richardson, and Tracy.

0 NAYS, 2 ABSENT

Correspondence, Communications, Public Comment

Harris received an e-mail from a patron asking about the rental of the library's program room. The library does not rent the program room out to the public – it is for library programs and functions. The Monticello Community Building continues to rent rooms to the public.

Monticello resident Greg Grady spoke about his recent tax bill showing an increase in the levies of all taxing bodies and questioned if this was a result of the upcoming increase in the state's minimum wage.

Financial Report (Approval of Bills Payable)

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

5 AYES: Harris, Lochbaum, Manuel, Richardson, and Tracy.

0 NAYS, 2 ABSENT

Librarian's Report

Winters gave the Librarian's Report. Circulation in May was 5,500 (with an additional 510 in library APPs). 1,387 interlibrary loan items borrowed and 1,036 interlibrary loan items loaned. The library had 719 reciprocals. 299 new items were added to the collection and 558 discarded from the collection. There were 23 new patrons and an additional 38 patron renewals for the month of May. Logins to the library's PAC was 5,382. Wi-Fi usage and Internet usage are not available yet.

Program attendance for the month of May was 904 (34 attending adult programs and 888 attending children's programs).

The library currently has 36,524 items and 3,151 active patrons.

Illinois Heartland Library System just ran a Polaris update which has not gone well. There are issues with pulling windows up, toggling between checkin and checkout, and the system crashing when trying to bring up a pdf report. This was perhaps the worst time to try an upgrade with all public libraries especially busy with the summer reading programs.

No action on the detention pond.

The landscaping project is still delayed due to the rains. Hopefully we can get this project finished by the end of June. Winters will contact Prairieview to see where we stand on the list.

Several ladies will be starting a book club to be held at the library beginning in September. They plan to meet once a month for about an hour. More information to follow.

The kickoff for the Summer Reading Program is Saturday June 8, 2019. A Carnival will be held on the library's north lawn from 10:00-12:00. To date, 160 children have signed up for the independent reading program and most programs are at least 75% full.

Committee Reports

Financial Committee

The committee has been hard at work on the 2019/2020 budget.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

None.

New Business

Swearing in of newly elected trustees Tracy and Harris.

Election of officers was discussed. A motion by Harris, seconded by Manuel that Gortner continue to serve as President, Jeff Clodfelter continue to serve as Vice-President, Sue Lochbaum continue to serve as Secretary, and Beth Manuel continue to serve as Treasurer. Motion carried.

5 AYES: Harris, Lochbaum, Manuel, Richardson, and Tracy.
0 NAYS, 2 ABSENT

Days the library will be closed for fiscal year 2019/2020 was reviewed. A motion to approve by Manuel, seconded by Lochbaum. Motion carried.

5 AYES: Harris, Lochbaum, Manuel, Richardson, and Tracy.
0 NAYS, 2 ABSENT

The policy manual update was reviewed. Lochbaum made a motion to approve, seconded by Tracy. Motion carried.

5 AYES: Harris, Lochbaum, Manuel, Richardson, and Tracy.
0 NAYS, 2 ABSENT

Library Board of Trustees Meeting Dates Ordinance was present. Manuel move to adopt, seconded by Richardson. Ordinance adopted.

5 AYES: Harris, Lochbaum, Manuel, Richardson, and Tracy.
0 NAYS, 2 ABSENT

Winters presented the 2019/2020 budget worksheet and it was discussed in detail. No action on a tentative budget for 2019/2020 was taken.

A motion by Manuel, seconded by Harris that the minutes of the closed meetings remain closed. Motion carried.

5 AYES: Harris, Lochbaum, Manuel, Richardson, and Tracy.
0 NAYS, 2 ABSENT

Motion by Harris, seconded by Richardson that the meeting be adjourned at 4:48 p.m.

The next scheduled Board of Trustees meeting will be held Wednesday, July 10, 2019 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
July 10, 2019**

The Allerton Public Library District Library Board of Trustees met on Wednesday July 10, 2019 at 4:00 p.m. The meeting was called to order by Secretary Sue Lochbaum at 4:00 p.m.

Roll Call

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

Absent: Sue Lochbaum

President's Report

No Report.

Secretary's Report (Approval of Minutes)

The Secretary's Report was reviewed. The minutes of the June 2019 meeting were reviewed. A motion by Tracy, seconded by Manuel that they be approved as printed. Motion carried.

6 AYES: Clodfelter, Gortner, Harris, Manuel, Richardson, and Tracy.

0 NAYS, 1 ABSENT

Correspondence, Communications, Public Comment

None.

Financial Report (Approval of Bills Payable)

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

6 AYES: Clodfelter, Gortner, Harris, Manuel, Richardson, and Tracy.

0 NAYS, 1 ABSENT

Librarian's Report

Winters gave the Librarian's Report. Circulation in June was 7,850 (with an additional 574 in library APPs). 1,369 interlibrary loan items borrowed and 950 interlibrary loan items loaned. The library had 1,005 reciprocals. 228 new items were added to the collection and 28 discarded from the collection. There were 32 new patrons and an additional 71 patron renewals for the month of June. Logins to the library's PAC was 5,189. Wi-Fi usage was 670 sessions and Internet usage was 293 sessions.

Program attendance for the month of June was 788 (21 attending adult programs and 767 attending children's programs).

No action on the detention pond.

The landscaping project is progressing ever so slowly.

Winters received noticed of the library being named in the will of Ann Skagenburg. She left all the libraries in Piatt County \$10,000 each.

Discussion followed about Internet guest passes. Using the library's Internet computers require a library card. Exceptions have been made in the past for those traveling/visiting the area by issuing a guest pass. Issues have arisen in the past as the Piatt County Courthouse and the Driver's License Facility have sent non-residents (and those without library cards) to the library for assistance. And often this assistance takes staff time. Several libraries in our library system are beginning to charge a small fee for guest passes in fairness to those who are paying taxes to support these services. Fees range from \$2.00-\$5.00 for a session. Tracy made a motion, seconded by Manuel that the library charge a \$2.00 fee for a 2-hour Internet session. Motion carried.

6 AYES: Clodfelter, Gortner, Harris, Manuel, Richardson, and Tracy.

0 NAYS, 1 ABSENT

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

The 2019/2020 Tentative Budget was reviewed. A motion to approve the tentative budget by Clodfelter, seconded by Tracy. Motion carried.

6 AYES: Clodfelter, Gortner, Harris, Manuel, Richardson, and Tracy.

0 NAYS, 1 ABSENT

The 2019/2020 Payroll Schedule was reviewed. A motion by Manuel, seconded by Harris that we approved the recommended 2%-6% raises for part time employees and a 4% raise for full time employees as we prepare for the increase in the minimum wage in the coming years. Motion carried.

6 AYES: Clodfelter, Gortner, Harris, Manuel, Richardson, and Tracy.

0 NAYS, 1 ABSENT

New Business

None.

Motion by Clodfelter, seconded by Harris that the meeting be adjourned at 5:08 p.m.

The next scheduled Board of Trustees meeting will be held Wednesday, August 7, 2019 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
August 7, 2019**

The Allerton Public Library District Library Board of Trustees met on Wednesday August 7, 2019 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, Mike Harris, Beth Manuel, and Ellie Tracy.

Absent: Jeff Clodfelter, Sue Lochbaum, and Lynn Richardson.

President's Report

No Report.

Secretary's Report (Approval of Minutes)

The Secretary's Report was reviewed. Manuel offered the following correction – The meeting was called to order by ~~Secretary~~ **President Sue Lochbaum Gortner**. A motion by Tracy, seconded by Harris that they be approved as corrected. Motion carried.

4 AYES: Gortner, Harris, Manuel, and Tracy.

0 NAYS, 3 ABSENT

Correspondence, Communications, Public Comment

None.

Financial Report (Approval of Bills Payable)

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

4 AYES: Gortner, Harris, Manuel, and Tracy.

0 NAYS, 3 ABSENT

Librarian's Report

Winters gave the Librarian's Report. Circulation in July was 7,892 (with an additional 665 in library APPs). 1,614 interlibrary loan items borrowed and 1,035 interlibrary loan items loaned. The library had 1,095 reciprocals. 274 new items were added to the collection and 40 discarded from the collection. There were 30 new patrons and an additional 50 patron renewals for the month of July. Logins to the library's PAC was 5,692. Wi-Fi usage was 525 sessions and Internet usage was 308 sessions.

Program attendance for the month of July was 599 (16 attending adult programs and 583 attending children's programs).

No action on the detention pond.

The landscaping project is complete.

Winters has been compiling statistics for the state's annual report. One question on the form asked for electronic resource numbers.

Our patrons have access to 105,645 e-audio books (28,279 from the Cloud APP, 7,805 from the RB APP, and 69,561 from the Hoopla APP).

Our patrons also have access to 348,536 e-books (36,773 from the Cloud APP, 185 from the RB APP, and 311,578 from the Hoopla APP).

A reminder that the auditors will be here the first week of September.

Winters has been trying to get answers about the remainder of the Hency estate. Messages to the Bank of Hawaii have gone unanswered and no correspondence has been received in over 18 months. Winters sent out registered letters to both the Hency estate attorney and the Bank of Hawaii asking for an update. Just this week a notice was received from the Hency estate attorney stating that the Letters Testamentary expired on January 24, 2018 and will need to be renewed to proceed. It appears that a distribution will most likely not happen till 2020.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

None.

New Business

None.

Motion by Harris, seconded by Gortner that the meeting be adjourned at 4:22 p.m.

The next scheduled Board of Trustees meeting will be held Wednesday, September 4, 2019 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
September 4, 2019**

The Allerton Public Library District Library Board of Trustees met on Wednesday September 4, 2019 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:02 p.m.

Roll Call

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

President's Report

No Report.

Secretary's Report (Approval of Minutes)

The Secretary's Report was reviewed. Motion to approve as printed by Harris, seconded by Richardson. Motion carried.

5 AYES: Gortner, Harris, Manuel, and Tracy.

0 NAYS, 0 ABSENT, 2 ABSTAIN (Clodfelter and Lochbaum)

Correspondence, Communications, Public Comment

None.

Financial Report (Approval of Bills Payable)

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

7 AYES: Clodfelter, Gortner, Harris, Lochbaum, Manuel, Richardson, and Tracy.

0 NAYS, 0 ABSENT

Librarian's Report

Winters gave the Librarian's Report. Circulation in August was 6,601 (with an additional 611 in library APPs). 1,456 interlibrary loan items borrowed and 1,054 interlibrary loan items loaned. The library had 925 reciprocals. 293 new items were added to the collection and 1,096 discarded from the collection. There were 28 new patrons and an additional 47 patron renewals for the month of August. Logins to the library's PAC was 5,398. No Wi-Fi usage or Internet usage is available at this time.

Program attendance for the month of August was 198 (50 attending adult programs and 148 attending children's programs).

Upcoming programs include: Kids Craft Crayon Stained Glass Paintings on Saturday September 14, 2019 at 10:00, Quilter's Show & Tell on Thursday October 3, 2019, and Kids Wands & Potions on Saturday October 26, 2019 at 10:00. The Science Explorers Club will meet on Tuesdays from 4:00-5:00 from October 29 through November 19, 2019.

No action on the detention pond.

The auditors are here this week for the audit.

Winters provided an update on the Hency Estate. The Bank of Hawaii is asking both Allerton Public Library District and Mencken House to sign an approval of account receipt and release acknowledging a partial distribution of \$37,500 in cash and releasing & discharging the Bank of Hawaii from any and all claims and liabilities. In addition, the attorney from the Hency Estate is asking that we sign a joinder agreement to renew the letters of testamentary which they had allowed to expire in January 2018. Both documents were signed and we will proceed forward (again).

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

None.

New Business

The Budget & Appropriation was briefly reviewed. A motion to adopt by Manuel, seconded by Harris. Ordinance adopted.

7 AYES: Clodfelter, Gortner, Harris, Lochbaum, Manuel, Richardson, and Tracy.

0 NAYS, 0 ABSENT

Motion by Harris, seconded by Richardson that the meeting be adjourned at 4:27 p.m.

The next scheduled Board of Trustees meeting will be held Wednesday, October 2, 2019 at 4:00 p.m.

Susan M. Lochbaum

Lisa Winters

Secretary

Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES**

October 2, 2019

The Allerton Public Library District Library Board of Trustees met on Wednesday October 2, 2019 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, Sue Gortner, Mike Harris, Sue Lochbaum, Beth Manuel, and Ellie Tracy.

Absent: Lynn Richardson

President's Report

No Report.

Secretary's Report (Approval of Minutes)

The Secretary's Report was reviewed. Motion to approve as printed by Tracy, seconded by Harris. Motion carried.

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

0 NAYS, 1 ABSENT

Correspondence, Communications, Public Comment

None.

Financial Report (Approval of Bills Payable)

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

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

0 NAYS, 1 ABSENT

Librarian's Report

Winters gave the Librarian's Report. Circulation in September was 5,774 (with an additional 570 in library APPs). 1,364 interlibrary loan items borrowed and 1,122 interlibrary loan items loaned. The library had 693 reciprocals. 300 new items were added to the collection and 194 discarded from the collection. There were 25 new patrons and an additional 25 patron renewals for the month of September. Logins to the library's PAC was 5,055. No Wi-Fi usage or Internet usage is available at this time.

Program attendance for the month of September was 231 (57 attending adult programs and 174 attending children's programs).

No action on the detention pond.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

None.

New Business

The proposed 2019 levy numbers were reviewed. Harris made a motion, seconded by Manuel that the library levy a total of \$288,312 for the 2019 levy, payable in 2020. Motion carried. Winters will pass these numbers on to the attorney to put into the levy ordinance and the ordinance will be presented next month for passage.

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

0 NAYS, 1 ABSENT

Motion by Harris, seconded by Manuel that the meeting be adjourned at 4:18 p.m.

The next scheduled Board of Trustees meeting will be held Wednesday, November 6, 2019 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
November 6, 2019**

The Allerton Public Library District Library Board of Trustees met on Wednesday November 6, 2019 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, Sue Gortner, Mike Harris, Beth Manuel, Lynn Richardson, and Ellie Tracy.

Absent: Sue Lochbaum

President's Report

No Report.

Secretary's Report (Approval of Minutes)

The Secretary's Report was reviewed. Minutes stand approved as presented.

6 AYES: Clodfelter, Gortner, Harris, Manuel, Richardson, and Tracy.

0 NAYS, 1 ABSENT

Correspondence, Communications, Public Comment

None.

Financial Report (Approval of Bills Payable)

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

6 AYES: Clodfelter, Gortner, Harris, Manuel, Richardson, and Tracy.

0 NAYS, 1 ABSENT

Librarian's Report

Winters gave the Librarian's Report. Circulation in October was 6,116 (with an additional 607 in library APPs). 1,530 interlibrary loan items borrowed and 1,101 interlibrary loan items loaned. The library had 814 reciprocals. 301 new items were added to the collection and 271 discarded from the collection. There were 25 new patrons and an additional 37 patron renewals for the month of October. Logins to the library's PAC was 5,178. Internet usage was 366 sessions and Wi Fi usage was 458 sessions.

Program attendance for the month of October was 601 (52 attending adult programs and 549 attending children's programs).

Kids Distribution was held last month with 305 books given away.

Audit is now finished.

As a remind the carpet cleaners will be here on November 29, 2019.

Winters will be out of town for the January 8, 2020 meeting. Clodfelter made a motion, seconded by Tracy that the meeting be cancelled. Motion carried.

6 AYES: Clodfelter, Gortner, Harris, Manuel, Richardson, and Tracy.

0 NAYS, 1 ABSENT

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

The 2019 Levy Ordinance was presented. A motion by Manuel to adopt, seconded by Gortner. Levy adopted.

6 AYES: Clodfelter, Gortner, Harris, Manuel, Richardson, and Tracy.

0 NAYS, 1 ABSENT

New Business

The trustees reviewed Chapter 3 from Serving Our Public 3.0: Standards for Illinois Public Libraries.

The trustees reviewed Chapters 11-14 from the Trustees Fact File.

Motion by Harris, seconded by Clodfelter that the meeting be adjourned at 4:28 p.m.

The next scheduled Board of Trustees meeting will be held Wednesday, December 4, 2019 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
December 4, 2019**

The Allerton Public Library District Library Board of Trustees met on Wednesday December 4, 2019 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:04 p.m.

Roll Call

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

Absent: Mike Harris

President's Report

No Report.

Secretary's Report (Approval of Minutes)

The Secretary's Report was reviewed. Motion to approved the minutes as present by Manuel, seconded by Richardson.

5 AYES: Clodfelter, Gortner, Manuel, Richardson, and Tracy.

0 NAYS, 1 ABSENT, 1 ABSTAIN (Lochbaum)

Correspondence, Communications, Public Comment

None.

Financial Report (Approval of Bills Payable)

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

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

0 NAYS, 1 ABSENT

Librarian's Report

Winters gave the Librarian's Report. Circulation in November was 5,390 (with an additional 581 in library APPs). 1,193 interlibrary loan items borrowed and 866 interlibrary loan items loaned. The library had 795 reciprocals. 191 new items were added to the collection and 35 discarded from the collection. There were 14 new patrons and an additional 35 patron renewals for the month of November. Logins to the library's PAC was 4,831. Internet usage was 376 sessions and Wi Fi usage was 312 sessions.

Program attendance for the month of November was 289 (69 attending adult programs and 220 attending children's programs). The library had 53 children registered for the Holiday Reading Program.

The library will be participating in some cooperative programs with the Piatt County Museum and D.A.R. The first program will be a show and tell toy program "For the Fun of It" on Sunday December 8, 2019 at 2:00 p.m. in the library's program room.

The carpet cleaners were here on Friday November 29, 2019.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

New Business

The 2020 Investment Policy was reviewed. A motion by Clodfelter, seconded by Manuel that the policy be adopted. Policy adopted.

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

0 NAYS, 1 ABSENT

A motion by Lochbaum, seconded by Manuel that the minutes of the closed sessions remain closed. Motion carried.

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

0 NAYS, 1 ABSENT

Motion by Clodfelter, seconded by Richardson that the meeting be adjourned at 4:22 p.m.

The next scheduled Board of Trustees meeting will be held Wednesday, February 5, 2020 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary