

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
January 6, 2016**

The Allerton Public Library District Library Board of Trustees met on Wednesday January 6, 2016 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:02 p.m.

Roll Call

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

President's Report

Gortner extended her sincere thanks to the library trustees and staff for all the time spent on the library project this past year (and many years prior to that).

Secretary's Report (Approval of Minutes)

The minutes of the December meeting were reviewed. Tracy made a motion, seconded by Richardson that the minutes be approved as printed. Motion carried.

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

0 NAYS, 0 ABSENT, and 1 ABSTAIN: Feeney (as he was not present at the December meeting).

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.

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

0 NAYS and 0 ABSENT.

Librarian's Report

Circulation for December was 5,230. 1,239 interlibrary loan items borrowed and 1,266 interlibrary loan items loaned. The library had 595 reciprocals. 197 new items were added to the collection and 181 discarded from the collection. There were 16 new patrons and an additional 36 patron renewals for the month of December. There were 212 Internet sessions. Logins to the library's PAC was 6,097.

Program attendance for December was 497. The Library Holiday Shop was held the first Saturday of December with 115 shoppers who spent \$2,875 in library bucks. An Early School Dismissal Program was held on December 9th with 23 in attendance. The library also held a School Break Drop in Craft Day with 20 in attendance. 150 Take N Make Craft Kits, 118 Winter Boredom Busters, and 250 Adult Craft Handouts were picked up by patrons. The Crazy 8 Math Club begins on January 26, 2016 and runs for 8 weeks.

The library will be hosting the AARP free tax assistance again this year. It will begin on February 3, 2016. Appointments may be scheduled – Thursdays from 5:00-7:00 and Saturday 9:00-12:00.

With the heavy rains, the library did experience leaking walls and windows again, especially in the hallway and backroom.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

Progress is slow at the new library site with the heavy rains. They have been pumping water and are hoping for dry weather and bitter cold to freeze the ground so they can move the equipment around the site. If the weather improves, they will continue digging and working on the concrete footings. The structural engineer will be on-site tomorrow (Thursday) to inspect the work they have been able to complete.

New Business

Forming a fundraising committee was discussed. This might not be the term we want to use – perhaps gift acknowledgement committee? Winters has had a couple of patrons asking about making a contribution to the new library. Many thoughts were discussed. We may want to determine the needs of the new building – for example pieces of furniture or a new display we would like to add. Or perhaps general areas that they may wish to support – for example the children’s section or the teen area. No action taken but it will remain on the agenda.

First State Bank Letter of Direction was read aloud by Winters. This would allow the bank to accept communication and direction from Manuel, Gortner, and Winters. As the bank physically writes the checks from our Hency Fund, they would like documented and clear direction. Feeney made a motion to approve the resolution with the understanding that Hency invoices be presented prior to the board meeting for approval at each meeting and following approval of those invoices the bank will be notified to pay the approved invoices, seconded by Tracy. Motion carried.

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

O NAYS and 0 ABSENT.

No further business. Feeney made a motion, seconded by Clodfelter that the meeting be adjourned. The meeting was adjourned at 4:52 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, February 3, 2016 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
February 3, 2016**

The Allerton Public Library District Library Board of Trustees met on Wednesday February 3, 2016 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:01 p.m.

Roll Call

Present: Sue Lochbaum, Luke Feeney, Sue Gortner, and Jeff Clodfelter.

Absent: Beth Manuel, Lynn Richardson, and Ellie Tracy.

President's Report

No report.

Secretary's Report (Approval of Minutes)

The minutes of the January meeting were reviewed. Clodfelter made a motion, seconded by Feeney that the minutes be approved as printed. Motion carried.

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

0 NAYS, 3 ABSENT

Hency invoices were presented for payment. Lochbaum made a motion, seconded by Clodfelter that they be approved for payment. Motion carried.

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

0 NAYS, 3 ABSENT

Correspondence, Communications, Public Comment

None.

Financial Report (Approval of Bills Payable)

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

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

0 NAYS, 3 ABSENT

Librarian's Report

Circulation for January was 6,194. 1,406 interlibrary loan items borrowed and 1,2648 interlibrary loan items loaned. The library had 666 reciprocals. 274 new items were added to the collection and 71 discarded from the collection. There were 17 new patrons and an additional 32 patron renewals for the month of January. There were 233 Internet sessions. Logins to the library's PAC was 6,639.

Program attendance for January was 263. The Crazy 8 Math Club has begun. There are about 16 3rd to 4th grade children registered for the weekly event. *Magic with Joel Shoemaker* was this past month's Saturday family program with 87 in attendance. The

library will be celebrating *Take Your Child to the Library Day* on Saturday February 6, 2016. Children who use the library that day will be eligible to register for a prize bag. The Kids Read book distribution will be held in March. The library will be starting a new reading program called *1000 Books Before Kindergarten* which will be introduced at the Dr. Seuss Celebration event on Saturday February 27, 2016.

As a reminder, the library will be hosting the AARP free tax assistance again this year. It will begin on February 3, 2016. Appointments may be scheduled – Thursdays from 5:00-7:00 and Saturday 9:00-12:00.

Work has been done on the library website to add more content to the digital archives. Newly loaded are the library's oral history interviews, the Peace Rally film, and the Firecracker Festival film.

There apparently was an issue with the community building's generator recently. A flashing light had been reported by concerned citizens to local law enforcement. Winters suggested to them that the township supervisor should be contacted.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

Good progress had been made the past month at the new library site. The foundation is complete with interior backfill 60-75% complete and exterior backfill 40% complete. The plumber has finished working on the public restrooms and storm shelter area. The electrician has been working on the ground wires to transformer. The bricklayer started on the public restrooms and storm shelter area this past Monday. In the next couple of weeks the public restrooms and storm shelter area floor will be poured, the engineer is working out the details on the sanitary sewer, and the structural steel should be delivered next Monday.

Gortner and Winters will meet to come up with a simple gift acknowledgement letter for those expressing interest in donating to the new library.

New Business

There are a couple of change orders for the new library building. Change Order No. 1 is the addition of a doorbell buzzer to the staff and delivery entrance – it results in no additional fees. Change Order No. 2 is to provide power to the wall mounted hand-dryers in the public restrooms (which had been overlooked in the bidding documents) – it results in an additional \$748.00. Feeney made a motion, seconded by Gortner that we accept Change Order No. 1 and Change Order No. 2.

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

0 NAYS, 3 ABSENT

No further business. Feeney made a motion, seconded by Gortner that the meeting be adjourned. The meeting was adjourned at 4:45 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, March 2, 2016 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
March 2, 2016**

The Allerton Public Library District Library Board of Trustees met on Wednesday March 2, 2016 at 4:00 p.m. The meeting was called to order by Vice-President Jeff Clodfelter at 4:02 p.m.

Roll Call

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

President's Report

No report.

Secretary's Report (Approval of Minutes)

The minutes of the February meeting were reviewed. Feeney made a motion, seconded by Richardson that the minutes be approved as printed. Motion carried.

5 AYES: Clodfelter, Feeney, Lochbaum, Richardson, and Tracy.

0 NAYS, 2 ABSENT

Correspondence, Communications, Public Comment

None.

Financial Report (Approval of Bills Payable)

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

5 AYES: Clodfelter, Feeney, Lochbaum, Richardson, and Tracy.

0 NAYS, 2 ABSENT

Hency Fund invoices were presented for payment. Feeney made a motion, seconded by Lochbaum that they be approved for payment. Motion carried.

5 AYES: Clodfelter, Feeney, Lochbaum, Richardson, and Tracy.

0 NAYS, 2 ABSENT

Librarian's Report

Circulation for February was 5,893. 1,401 interlibrary loan items borrowed and 1,254 interlibrary loan items loaned. The library had 777 reciprocals. 284 new items were added to the collection and 706 discarded from the collection. There were 11 new patrons and an additional 48 patron renewals for the month of February. There were 195 Internet sessions. Logins to the library's PAC was 6,094.

Program attendance for February was 352. The Crazy 8 Math Club will continue to meet for another couple of weeks. During the *Take Your Child to the Library Day* we had 53 register for the drawing. The library held a Dr. Seuss Birthday Celebration on Saturday

with 66 in attendance. During the program the *1000 Books Before Kindergarten* program was introduced to parents. The Kids Read Distribution will be going on in the next couple of weeks. Cara will be attending the youth services conference in the Bloomington area in early April. They are offering many interesting programs including programs using outdoor spaces, technology, and teen programs.

As a reminder, the library will continue to host the AARP free tax assistance through April 14, 2016. Appointments may be scheduled – Thursdays from 5:00-7:00 and Saturday 9:00-12:00.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

Progress continues at the new library site. The foundation is complete with the backfill 75% complete. The public restroom/storm shelter's foundation has been poured. The underground plumbing is in and has been inspected. They have been working on the bracing and deck so they can start lifting the tresses.

We will begin working on the shelving bids with March 14, 2016 being the target date to get it out to bid. Production time for the shelving will be 10-12 weeks. Bid opening and the award of the contract will be at the end of the month. Typically a 20-30% down payment is required at the time of signing the contract.

We are working on finding new homes for furniture or equipment that will not be taken to the new library. The older microfilm reader/printer has found a home at Bement Public Library District.

New Business

Due to unforeseen events Gortner and Winters were unable to meet to discuss a gift acknowledgement process. A brief discussion followed with suggestions from trustees of what they would like to see on the form. Gortner, Tracy, and Winters will meet this month to come up with a simple form.

No further business. Feeney made a motion, seconded by Richardson that the meeting be adjourned. The meeting was adjourned at 4:30 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, April 6, 2016 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
March 30, 2016**

The Allerton Public Library District Library Board of Trustees met on Wednesday March 30, 2016 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:02 p.m.

Roll Call

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

Correspondence, Communications, Public Comment

None.

New Business

The three bids received for new library shelving were reviewed.

- The Library Store with a base bid of \$93,397.22 (with an alternate deduct of \$2,878.00)
- Embury, Ltd with a base bid of \$96,951.83 (with an alternate deduct of \$10,340.00)
- Smart Storage LLC with a base bid of \$146,615.83 (with an alternate deduct of \$25,235.10)

Clodfelter moved, seconded by Lochbaum that we accept The Library Store low bid of \$93,397.22 without taking the alternate deduct. Motion carried.

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

0 NAYS, 2 ABSENT

Lochbaum moved, seconded by Manuel that we approve authorization for a check to be cut to The Library Store for up to a 30% down payment on the shelving. Motion carried

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

0 NAYS, 2 ABSENT

No further business. Feeney made a motion, seconded by Clodfelter that the meeting be adjourned. The meeting was adjourned at 4:12 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
April 6, 2016**

The Allerton Public Library District Library Board of Trustees met on Wednesday April 6, 2016 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:01 p.m.

Roll Call

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

President's Report

No report.

Secretary's Report (Approval of Minutes)

The minutes of the March 2, 2016 meeting were reviewed. Clodfelter made a motion, seconded by Richardson that the minutes be approved as printed. Motion carried.
5 AYES: Clodfelter, Feeney, Gortner, Manuel, and Richardson.
0 NAYS, 2 ABSENT

Correspondence, Communications, Public Comment

None.

Financial Report (Approval of Bills Payable)

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

Hency Fund invoices were presented for payment. Richardson made a motion, seconded by Gortner that they be approved for payment. Motion carried.
5 AYES: Clodfelter, Feeney, Gortner, Manuel, and Richardson.
0 NAYS, 2 ABSENT

Librarian's Report

Circulation for March was 6,566. 1,640 interlibrary loan items borrowed and 1,369 interlibrary loan items loaned. The library had 1,051 reciprocals. 323 new items were added to the collection and 753 discarded from the collection. There were 18 new patrons and an additional 34 patron renewals for the month of March. There were 216 Internet sessions. Logins to the library's PAC was 6,564.

Program attendance for March was 417. The Kids Read Distribution was held in March with 284 books distributed to preschoolers. The Teen Art Show was held March 10-15, 2016 with 59 students participating.

The AARP free tax assistance will continue through April 14, 2016. Appointments may be scheduled – Thursdays from 5:00-7:00 and Saturday 9:00-12:00.

A letter was received from the Secretary of State about the Per Capita Grant. Per Capita Grants will be funded at a rate of \$.077 per resident (approximately \$4,500) with the payment to be significantly delayed.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

Progress continues at the new library site. The underground plumbing is complete and the plumbers have begun working on the above ground plumbing in the storm shelter/public restroom area. The electric has been “roughed in” in the storm shelter/public restroom area and the conduit has been run and routed. The floor boxes are in so the concrete foundation pours will begin. The break-test has been complete on the storm shelter/public restroom area – it has cured for 17+ days. Barrier One is monitoring the concrete slabs after the pours as they it will be guaranteed for the life of the building. The iron work is still in progress as they are working on the roof curves.

In the next few weeks the metal roof will go up, they will begin on the walls, and some misc. grading will be done on the outside of the building.

There will be another small change order coming (approximately \$160) for additional bracing where the two roofs meet.

New Business

The gift acknowledgement letter was reviewed. Manuel suggested that we distinguish (perhaps with a separate line that says “or”) between just donating funds to the library as opposed as donating to a 501 c (3) organization. This letter will be for patrons who have inquired about donating to the library. Gortner made a motion to accept the letter with the additional line that says “or”, seconded by Manuel. Motion carried.

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

0 NAYS, 2 ABSENT

No further business. Feeney made a motion, seconded by Clodfelter that the meeting be adjourned. The meeting was adjourned at 4:28 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, May 4, 2016 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
May 4, 2016**

The Allerton Public Library District Library Board of Trustees met on Wednesday May 4, 2016 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, Lynn Richardson, Ellie Tracy, and Jeff Clodfelter.

Absent: Luke Feeney

President's Report

No report.

Secretary's Report (Approval of Minutes)

The minutes of the March 30, 2016 and April 6, 2016 meetings were reviewed. Clodfelter made a motion, seconded by Manuel that the minutes be approved as printed. Motion carried.

6 AYES: Clodfelter, Gortner, Lochbaum, 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 Tracy. Motion carried.

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

0 NAYS, 1 ABSENT

Hency Fund invoices were presented for payment. Tracy made a motion, seconded by Gortner that they be approved for payment. Motion carried.

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

0 NAYS, 1 ABSENT

As the library is beginning to add additional library materials for an "opening day collection" Manuel suggested that we raise the monthly transfer from the Money Market Account to the Checking Account from \$30,000 to \$40,000 for the month of May 2016. Motion made by Lochbaum, seconded by Clodfelter that \$40,000 is transferred from the Money Market Account to the Checking Account for the month of May. Motion carried.

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

0 NAYS, 1 ABSENT

Librarian's Report

Circulation for April was 5,928. 1,411 interlibrary loan items borrowed and 1,338 interlibrary loan items loaned. The library had 919 reciprocals. 527 new items were added to the collection and 333 discarded from the collection. There were 12 new patrons and an additional 30 patron renewals for the month of April. There were 190 Internet sessions. Logins to the library's PAC was 6,474.

Program attendance for April was 254. The Summer Reading Program will kickoff on Wednesday June 1, 2016 with a program at 10:00 a.m. This year's theme is *Read for the WIN!*

The library staff has been working on the possibility of a StoryWalk© at the new library site off the City of Monticello Sangamon River Trail. The StoryWalk© would begin near the library and continue down the path for approximately ½ mile. Cost would include the metal displays, lamination and mounting of book pages (to be changed seasonally), the books themselves, installation and maintenance. At this point in time Kirby Medical Center and the City of Monticello Parks and Recreation are interested in partnering with the library on this project.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

Winters attended the April 19, 2016 progress meeting on the new library. We have notification from Ameren IP that they will schedule to hook up the temporary power in the very near future. Now that the prep work is finished, the roofers intend on begin on the roof the third week in April. The HVAC workers are waiting on the roofers to finish up before placing the units on the roof. The general contractor is waiting on a sub contractor to finish up on walls.

The new library furnishings will go out to bid on May 9, 2016. We will most likely need to schedule a special board meeting to accept a bid and approve a down payment. The production time for the furniture will be 6-8 weeks. This would have the furnishings delivered after the shelving but before the movers.

Winters is still working on selling some old furniture and finding homes for some of our old shelving. At this point in time it looks like Flanagan Library will be taking some of old shelving units. Flanagan is a new library that is starting out from scratch – the old bank building that they were given needs more repairs than they anticipated (asbestos abatement and a new roof along with remodeling small offices into an open space). Camargo Library will also be taking at least one shelving unit, possibly more. Camargo has never had library shelving - they have used old department store shelving.

Winters also has a small list of items that she wishes to donate to the Piatt County Museum. She will make contact with them within the next month.

New Business

Clodfelter has been following up with the Homeward Bound sculpture created by Kirby Eckerty. He met with architect Mark Misselhorn last Friday at the site. Misselhorn liked the idea of a local resident sculptor and the modern interpretation. Misselhorn envisions the sculpture just off to the left of the main entrance. A concrete pad would need to be installed – since Otto Baum Co., Inc will already be taking care of the new concrete this could be done as an additional cost. Are we interested in accepting this donation? Kirby is also asking for reimbursement of materials used to create the sculpture. Discussion followed. Clodfelter made a motion, seconded by Tracy that we accept the sculpture and reimburse Kirby \$1,464.85 for materials. Motion carried. Jeff will act as the liaison for this project.

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

0 NAYS, 1 ABSENT

No further business. Lochbaum made a motion, seconded by Manuel that the meeting be adjourned. The meeting was adjourned at 5:03 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, June 1, 2016 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
May 18, 2016**

The Allerton Public Library District Library Board of Trustees met on Wednesday May 18, 2016 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, Lynn Richardson, and Ellie Tracy.

Absent: Jeff Clodfelter

Correspondence, Communications, Public Comment

None.

New Business

The three bids received for new library furnishings were reviewed.

- Stocks Office Furniture, Inc. bid of \$90,803.78
- Widmer Interiors bid of \$89,480.89
- Henricksen bid of \$75,712.13

The furnishings package includes stacking chairs for the program room, counter height tables and chairs for the gathering area, tables and chairs for the children's area, loveseats for the children's area, altra forma block set for the children's area, pebble stools for the children's area, bench in the entry way for patrons waiting for transportation, study tables in the adult area, new computer table with divider panels, pop-up data/USB and power, diner booths for teen area, cocoon chair for teen area, a couple of arm chairs for the gathering area, privacy screen for area between the teen area and the Internet computer area, filing drawers, and workstation for director's office.

Winters recommended that we deduct the altra forma block set (\$3,902.78) and the pebble stools (\$2,433.33) – that would bring the bid down to \$69,376.02. We could always pick these items up at a later time.

Manuel moved, seconded by Tracy that we accept the Henricksen bid with the 2 recommended deducts bringing the total to \$69,376.02. Motion carried.

6 AYES: Feeney, Gortner, Lochbaum, Manuel, Richardson, Tracy.

0 NAYS, 1 ABSENT

Manuel moved, seconded by Richardson that we approve authorization for a check to be cut to Henricksen for up to a 30% down payment on the library furnishings. Motion carried.

6 AYES: Feeney, Gortner, Lochbaum, Manuel, Richardson, Tracy.

0 NAYS, 1 ABSENT

Feeney has been approached about the library's participation in the potential signage at Appletree subdivision. The library will have an IDOT library sign off of Old Route 47 and there is a sign just in front of the library property that Carle Clinic had used that the library hopes to re-use in the near future. No action taken.

No further business. Feeney made a motion, seconded by Lochbaum that the meeting be adjourned. The meeting was adjourned at 4:30 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
June 1, 2016**

The Allerton Public Library District Library Board of Trustees met on Wednesday June 1, 2016 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, Lynn Richardson, Ellie Tracy, and Jeff Clodfelter.

President's Report

No report.

Secretary's Report (Approval of Minutes)

The minutes of the May 4 and May 18 meetings were reviewed. Clodfelter made a motion, seconded by Manuel that they be approved as presented. Motion carried.
7 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy.
0 NAYS, 0 ABSENT

Correspondence, Communications, Public Comment

Clodfelter reported that he followed up with artist Kirbi Eckery about the sculpture *Homeward Bound*. Reimbursement for her supplies will be when the library takes delivery of the artwork.

Financial Report (Approval of Bills Payable)

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

Hency Fund invoices were presented for payment. Manuel made a motion, seconded by Gortner that they be approved for payment. Motion carried.
7 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy.
0 NAYS, 0 ABSENT

Librarian's Report

Circulation for May was 5,865. 1,163 interlibrary loan items borrowed and 1,178 interlibrary loan items loaned. The library had 775 reciprocals. 501 new items were added to the collection and 135 discarded from the collection. There were 20 new patrons and an additional 34 patron renewals for the month of May. There were 195 Internet sessions. Logins to the library's PAC was 5,344.

Program attendance for May was 775. The Summer Reading Program kickoff party was on Wednesday June 1, 2016 at 10:00 a.m. This year's theme is *Read for the WIN!*

Winters reported that a grant of \$100,000 was received from the Robert Milligan Trust to be used to purchase additional furnishings for the new library. This would allow us to purchase several items now rather than later – additional new furniture, new color copy machine, window blinds, CD/DVD cleaner, re-framing of artwork, etc.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

Winters attended the May 25th progress meeting at the new library site. The spray insulation hopefully was completed just before the Memorial Day weekend so it could cure over the long weekend. They are getting ready to start the drywall. Masonry has been delivered and the masons have begun the concrete block and brick work on the exterior of the building. The plumbing is all roughed in. The plumbing and HVAC inspection will be within the next couple of weeks. Windows will be going in very soon.

Winters talked with the architect and we will have another change order coming soon. It will be to add a concrete pad at the emergency exit door off the children's area. There will also be additional fees for the architect to create a change order to locate the new sculpture and provide a concrete base as well as electricity for a light.

New Business

The Meeting Dates Ordinance was reviewed. There was a motion by Clodfelter, seconded by Feeney that the ordinance be adopted. Motion carried.

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

0 NAYS, 0 ABSENT

The Prevailing Wage Ordinance was reviewed. There was a motion by Feeney, seconded by Lochbaum that the ordinance be adopted. Motion carried.

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

0 NAYS, 0 ABSENT

The Library Closure Dates were reviewed. There was a motion by Feeney, seconded by Manuel that the resolution be adopted. Motion carried.

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

0 NAYS, 0 ABSENT

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

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

0 NAYS, 0 ABSENT

Winters lead the review of the Tentative Budget Worksheet for 2016/17. Some discussion followed. Trustees should review before the July meeting as we will need to pass this tentative budget at that time.

No further business. Feeney made a motion, seconded by Clodfelter that the meeting be adjourned. The meeting was adjourned at 4:55 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, July 6, 2016 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
July 6, 2016**

The Allerton Public Library District Library Board of Trustees met on Wednesday July 6, 2016 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:01 p.m.

Roll Call

Present: Sue Lochbaum, Luke Feeney, Sue Gortner, and Jeff Clodfelter.

President's Report

No report.

Secretary's Report (Approval of Minutes)

The minutes of the June meeting were reviewed. Clodfelter made a motion, seconded by Feeney that they are approved as presented. Motion carried.

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

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 Gortner. Motion carried.

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

0 NAYS, 3 ABSENT

Hency Fund invoices were presented for payment. Clodfelter made a motion, seconded by Lochbaum that they be approved for payment. Motion carried.

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

0 NAYS, 3 ABSENT

Librarian's Report

Circulation for June was 7,705. 1,420 interlibrary loan items borrowed and 1,225 interlibrary loan items loaned. The library had 1,122 reciprocals. 361 new items were added to the collection and 241 discarded from the collection. There were 37 new patrons and an additional 66 patron renewals for the month of June. There were 218 Internet sessions. Logins to the library's PAC was 7,803.

Winters had requested that the trustees consider making DVDs available to patrons free of charge when we move to the new library facility. Everything else will remain the same. DVDs will be loaned for a one week period, no renewals, and fines will remain \$1.00 per day per DVD. It was the general consensus of the group that this was a good

idea. Winters will make the appropriate changes to the policy manual and this will be voted on (with the other policy changes) at the August meeting.

Program attendance for June was 995.

There have been a couple of issues at the Monticello Community Building this past month. There was a very strong sewage smell in the building for a couple of days – which has now been taken care of. Also, they now are padlocking the dumpster due to unauthorized dumping by the public – we have been issued a key so we may have access to the dumpster.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

Winters reported on the progress at the building site. The electrician has about 60% of the outlets in and is working on the fire alarms and communication lines. The drywall is nearly finished – just need to finish up the entry way. Henson Robinson is waiting on the inspector prior to proceeding with the canopy at the main entrance. Bricklayers are working their way around the building (they began on the north side and will end up at the entrance of the building). HVAC guys report that the roof top units are set and the duct work continues. The windows are in. The fiber has been pulled through and we are just waiting on the equipment.

In the next week or so the steel doors will be delivered and the keying of the doors has already begun. Tiling began last week. The priming and painting of the walls after the dry wall is finished before the ceiling grid for the overhead lighting.

Winters has talked with the roller blind lady telling her that the priority is the west and perhaps the south windows in the public areas. She has given a reasonable quote for all the windows (12 public area windows, 3 staff area windows, and 1 program room window) of \$8,000.

Movers are all set to go. They will be here on August 8-11 to move the library collections and furniture for \$19,800. This will give us 7 movers, 1 driver, and a truck.

Talked to the contractors and they are aware that 2 Men and a Truck will be delivering 4 shelving units that we purchased at a deep discount from the Mahomet Public Library District prior to the new shelving delivery beginning on July 13th.

Winters talked with Ziemer Gallery about re-framing some of our art. A couple of originals that are memorials and the rest are prints. Ms. Ziemer noted that the prints are badly faded and graciously offered the library the artist's proofs which are very vivid.

The bathroom equipment has been ordered and should arrive in plenty of time for the contractors to install.

Winters is still waiting on another quote for the new color copier. It should be in by the end of the week.

Winters discussed the closing dates of the library. What we know is that library staff will need at least 2 days to pack up desk drawers, files, and supplies. They will also be packing, merging, and sorting the CD, DVD, Magazine, and Paperback collections to move. The professional movers will need 3 days to tag and move, possibly 4 days if they move the Flanagan Public Library shelving at the end of their contract with us. Library staff will need several days to un-pack and organize work areas, supply closets, and cabinets (and perhaps figuring out where everything is). We will need to send out "change of address" with our vendors (especially magazine subscriptions) and notify the post office to not only change our address but hold our mail during the closure time. We will need to notify the library system about the closure dates so that the checkout dates can be extended and the holds can be suspended.

Winters asked that the library be allowed to close for two weeks. Feeney noted that with the tight schedule and all the work that goes into moving perhaps we should extend the closure time until Monday August 22. That would allow for a couple of extra days just in case. So the library will close on Wednesday August 3 at 6:00 p.m. and will re-open on Monday August 22, 2016 at 9:00 a.m.

The 2016/17 Payroll Schedule was reviewed. There was a motion by Clodfelter, seconded by Lochbaum that it be approved as presented. Motion carried.
4 AYES: Clodfelter, Feeney, Gortner, and Lochbaum.
0 NAYS, 3 ABSENT

The 2016/17 Temporary Budget was reviewed. There was a motion by Gortner, seconded by Feeney that it be approved as presented. Motion carried.
4 AYES: Clodfelter, Feeney, Gortner, and Lochbaum.
0 NAYS, 3 ABSENT

New Business

Change Request No. 5 for the new library site was discussed. This is for the additional framing, drywall, and taping to cover the steel beam flanges along the wall line in the

main library. There was a motion to approve by Feeney, seconded by Clodfelter. Motion carried.

No further business. Feeney made a motion, seconded by Clodfelter that the meeting be adjourned. The meeting was adjourned at 5:07 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, August 3, 2016 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
July 13, 2016**

The Allerton Public Library District Library Board of Trustees met on Wednesday July 13, 2016 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, Ellie Tracy, and Jeff Clodfelter.

Absent: Sue Lochbaum

Correspondence, Communications, Public Comment

None.

New Business

Proposal Request No. 002 REV. 1 was discussed briefly. It is for the 5 ft by 5 ft by 4 ft concrete sculpture base and lighting and the 6 ft by 6 ft by 5 in concrete stoop outside the emergency door in the children's area. It will result in an additional \$8,424.25.

There will be another request coming in the near future for the additional work of lifting the sculpture from the trailer and anchoring it down as well as re-locating a fire extinguisher box to the other side of the doorway.

Tracy moved, seconded by Manuel that we approve the additional amount. Motion carried.

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

0 NAYS, 1 ABSENT

No further business. Feeney made a motion, seconded by Clodfelter that the meeting be adjourned. The meeting was adjourned at 4:05 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
August 3, 2016**

The Allerton Public Library District Library Board of Trustees met on Wednesday August 3, 2016 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:02 p.m.

Roll Call

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

President's Report

No report.

Secretary's Report (Approval of Minutes)

The minutes of the July 6 and July 13 meetings were reviewed. Lochbaum made a motion, seconded by Richardson that they are approved as presented. Motion carried.
7 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy.
0 NAYS, 0 ABSENT

Correspondence, Communications, Public Comment

Gortner expressed her thanks and appreciation to the library staff for all their hard work and extra time spent to prepare for the move to the library's new home.

Financial Report (Approval of Bills Payable)

Manuel gave the Financial Report making note that the Monticello Rotary Club made a \$1,000 donation for the Story Walk. Tracy made a motion to approve the bills, seconded by Clodfelter. Motion carried.
7 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy.
0 NAYS, 0 ABSENT

Hency Fund invoices were presented for payment. Lochbaum made a motion, seconded by Gortner that they be approved for payment. Motion carried.
7 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy.
0 NAYS, 0 ABSENT

Librarian's Report

Circulation for July was 8,287. 1,634 interlibrary loan items borrowed and 1,310 interlibrary loan items loaned. The library had 1,178 reciprocals. 301 new items were added to the collection and 30 discarded from the collection. There were 18 new patrons and an additional 52 patron renewals for the month of July. There were 223 Internet sessions. Logins to the library's PAC was 8,380.

Winters reported that the Summer Reading Program is now over. Today is the last day to turn in the Independent Reading Minutes for prizes.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

The interior of the new building is progressing well. Lots of exterior work still needs to be completed including the concrete and the parking lot lighting.

Winters reported that anything left over when the library moves will be going to Faith in Action for their auction.

New Business

The Policy Manual revisions were reviewed. Manuel made a motion seconded by Tracy that they be approved as presented. Motion carried

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

0 NAYS, 0 ABSENT

The library will be closing this evening at 6:00 p.m. and will not re-open till Monday August 22, 2016 at 9:00 a.m. We need to be thinking about a date for an official open house for the new library. All trustees will check their calendars and a date will be discussed at the next meeting.

No further business. Lochbaum made a motion, seconded by Clodfelter that the meeting be adjourned. The meeting was adjourned at 4:42 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, September 7, 2016 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
September 7, 2016**

The Allerton Public Library District Library Board of Trustees met on Wednesday September 7, 2016 at 4:00 p.m. at the library's new building located at 4000 Green Apple Lane. The meeting was called to order by President Sue Gortner at 4:00 p.m.

Roll Call

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

President's Report

Gortner commended the library staff on a great job during the moving process.

Secretary's Report (Approval of Minutes)

The minutes of the August 3, 2016 meeting were reviewed. One correction – Winters reported that the Summer Reading Program is now ~~lower~~ **over**. Clodfelter made a motion, seconded by Manuel that they are approved as presented. Motion carried.

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

0 NAYS, 0 ABSENT

Correspondence, Communications, Public Comment

Tracy reported that Maple Point Assisted Living Facility has been able to visit the new library.

Manuel reported that a couple of residents have inquired about the library maintaining a book return in the downtown area – this would require the purchase of a book return, placing it on public property (as well as insuring), limiting the library materials that could be returned in the outside return, and staffing the book return a couple of times a day (more if it is rainy or snowy), weekends, & holidays.

Clodfelter reported that he had been approached about the recognition sign for the Hency Local History Room – perhaps the sign should have been larger. All the signs are the same size and is what will fit in the space outside the rooms for the designations. He also had a comment on the possibility of patrons renting out the library's program room. The library intends on adding more programming as we now have a space to do so. At the last policy manual review session it was approved that the library would use the program room for the library programs. There are many things to consider when "renting" out the program room – do you rent to only service organizations, do you collect a deposit for use, do you pay staff to set up and clean up the room? It was the general consensus that the room rental be reviewed again at next year's review of the policy manual after we have been in residence for a year and will have a better idea of program scheduling.

Financial Report (Approval of Bills Payable)

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

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

Hency Fund invoices were presented for payment. Tracy made a motion, seconded by Gortner that they be approved for payment. Motion carried.

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

Manuel reported that she has talked with Nikki at Wealth Management and for the month of September and forward, they will waive the fiduciary fees for the Hency account.

Manuel proposed that we bump up the September 2016 automatic transfer from the General Library Fund Money Market Account 8100412 to the Library Checking Account from \$30,000 to \$40,000 to cover the annual Illinois Heartland Library System bills that are due in September. Lochbaum made a motion, seconded by Manuel. Motion Carried.

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

Librarian's Report

Circulation for August was 5,063. 697 interlibrary loan items borrowed and 638 interlibrary loan items loaned. The library had 820 reciprocals. 265 new items were added to the collection and 18 discarded from the collection. There were 45 new patrons and an additional 58 patron renewals for the month of July. There were no Internet sessions available to report at this time. Logins to the library's PAC was 7,582. There were 307 Wi-Fi users for the month of August.

The Independent Reading Program was going strong this summer. There were 79 registered preschool readers, 141 1st-5th grader readers, and 79 6th-12th grade readers.

Winters reported that the old library space in the Monticello Community Building was cleaned and the keys turned over on August 30, 2016.

Winters talked to the insurance agent today and the insurance premium is coming in at \$7,426 which is about what we expected. We likely will receive some credits following the fire monitoring certification, ISO visit, and removal of the outside participation insurance policy from the old library site.

The Auditors are on site working on the annual audit.

Winters is also working on the new inventory file.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

Feeney reported that a Fiber Optic meeting was held today to discuss the management of the fiber. He anticipates that we should have some sort of agreement to review at the October or November meeting.

Unfinished Business

The library was able to open on schedule on Monday August 22, 2016 at 9:00 a.m. The Mayor was in the first day and Winters mentioned to him that the broken drainage tile that the City of Monticello damaged when moving dirt at the proposed rec center a few years ago had yet to be repaired correctly. Gortner added that when she talked with Terry Summers in years previous, they were aware of the problem and it was their intent to repair it.

There is still much site work and roof work to be completed. The library has been fairly busy and the most common comment has been “it is so bright.” There have been some stumbling blocks with All Your Needs Consulting and as a result of that the library did not have Internet computers available until the second day of opening and phone service about a week later.

We still need to locate the Homeward Bound sculpture to the new site. Jeff will coordinate with the contractors about getting it moved here and secured in place in the near future.

The library will be hosting an official open house on Sunday October 16, 2016 from 2:00-4:00. Manuel, Lochbaum, Tracy, Richardson, and Clodfelter volunteered to serve on this committee. We should be able to publicize this through the local newspaper, the library’s Facebook page, and the library’s Website.

New Business

The Budget and Appropriation Ordinance was reviewed and the resolution read aloud. A motion by Lochbaum, seconded by Feeney that the ordinance be adopted.

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

0 NAYS, 0 ABSENT

A motion to go into closed session to discuss full-time staff compensation by Lochbaum, seconded by Tracy. The time was 5:05 p.m.

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

0 NAYS, 0 ABSENT

Returned from closed session, the time was 5:32.

No action taken.

No further business. Feeney made a motion, seconded by Clodfelter that the meeting be adjourned. The meeting was adjourned at 5:33 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, October 5, 2016 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
October 5, 2016**

The Allerton Public Library District Library Board of Trustees met on Wednesday October 5, 2016 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

Roll Call

Present: Ellie Tracy, Sue Gortner, Lynn Richardson, Luke Feeney, and Jeff Clodfelter.

President's Report

None.

Secretary's Report (Approval of Minutes)

The minutes of the September 2016 meeting were reviewed. Clodfelter made a motion, seconded by Gortner that they are approved as presented. Motion carried.

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

0 NAYS, 2 ABSENT

Correspondence, Communications, Public Comment

Feeney was notified of a Fiber Optic meeting but was unable to attend with such short notice. He will follow up on this. Newspaper editor Steve Hoffman was present at that meeting and gave a very brief update. The group is finalizing terms for a potential sale with the hopes of recovering some investment

Financial Report (Approval of Bills Payable)

Winters gave the Financial Report. The second installment of the tax levy has been received. Tracy made a motion to approve the bills, seconded by Richardson. Motion carried.

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

0 NAYS, 2 ABSENT

There were no Hency invoices to present this month.

Manuel reported that she has talked with Nikki at Wealth Management and for the month of September and forward, they will waive the fiduciary fees for the Hency account.

Librarian's Report

Circulation for September was 7,836. 1,258 interlibrary loan items borrowed and 1,409 interlibrary loan items loaned. The library had 1,151 reciprocals. 273 new items were added to the collection and 18 discarded from the collection. There were 47 new patrons and an additional 56 patron renewals for the month of September. There were 335 Internet sessions in September. Logins to the library's PAC was 7,763. There were 448 Wi-Fi users for the month of September.

In cooperation with Pat Hoss and Piattran, complimentary “community passes” will be available to patrons who are unable to make it to the library. Forms and information are available at the main circulation desk.

Nomination petitions are available for the office of library trustee for the April 4, 2017 general election.

There has been communication with Jim Grabarczyk with the City of Monticello concerning the drainage issue. He reports that the city is actively working on this issue and it is fixable. The city needs to drain the whole area and they are treating it for mosquito larva. He will keep us updated on the issue.

The *Homeward Bound* sculpture has been delivered and installed. It appears unsteady as the horse head “bobbles.” We may receive another bill for the delivery and installation.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

Unfinished Business

The roofing contractor is finishing up on the drainpipes, scuppers, and snow guards today. We are hoping to have a final walkthrough on Friday.

The official Library Open House is scheduled for Sunday October 16, 2016 from 2:00-4:00.

Gortner inquired about an Allerton Public Library District sign off of Old Route 47. It is a state road and any sign off the state right of way would require permission from the landowners.

There was discussion about compensation for 3 full-time employees who worked overtime during the library’s move. A motion to go into closed session to discuss full-time employee compensation by Feeney, seconded by Richardson. The time was 4:45 p.m.

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

0 NAYS, 2 ABSENT

Return from closed session at 4:56 p.m. A motion by Tracy, seconded by Gortner that we compensate the 3 full-time employees for 10 hours each. Motion carried.

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

0 NAYS, 2 ABSENT

New Business

The property tax levy numbers were presented and reviewed. The total increase is just under 5% - these numbers will be voted on at the November meeting.

A motion by Feeney to adjourn the meeting at 5:02 p.m., seconded by Richardson.

Motion carried.

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

0 NAYS, 2 ABSENT

The next scheduled Board of Trustees meeting will be held next Wednesday, November 2, 2016 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
November 2, 2016**

The Allerton Public Library District Library Board of Trustees met on Wednesday November 2, 2016 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, Luke Feeney, Sue Gortner, Sue Lochbaum, Beth Manuel, and Lynn Richardson.

Absent: Tracy

President's Report

None.

Secretary's Report (Approval of Minutes)

The minutes of the October 2016 meeting were reviewed. Lochbaum made a motion, seconded by Gortner that they are approved as presented. Motion carried.

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

0 NAYS, 1 ABSENT

Correspondence, Communications, Public Comment

Financial Report (Approval of Bills Payable)

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

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

0 NAYS, 1 ABSENT

The Hency invoices were presented for payment. Feeney made a motion to approve the bills, seconded by Clodfelter. Motion carried.

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

0 NAYS, 1 ABSENT

Lochbaum questioned if we should consider moving our certificates of deposit that will be maturing soon to another bank which is offering a better rate. These certificates of deposit are from the Working Cash Fund. Manuel will investigate if these rates apply to public funds.

Librarian's Report

Circulation for October was 7,185. 1,184 interlibrary loan items borrowed and 1,467 interlibrary loan items loaned. The library had 919 reciprocals. 380 new items were added to the collection and 405 discarded from the collection. There were 42 new

patrons and an additional 32 patron renewals for the month of October. Logins to the library's PAC was 7,612.

Program attendance this month was 590. The Children's Librarian visited the public and private schools for the Kid's Read Distribution. This month was also the first month of offering adult programming.

The Holiday Reading Program has begun. From November 1-December 2 children through the 5th grade may read to earn library dollars to spend at the Library's Holiday Shop on December 3, 2016.

This year's audit is now complete and has been filed.

The Express computer is not working as expected. We will need to password it and if that doesn't take care of the issue, we will make it a slide presentation with upcoming programs and events.

We have a couple of Eagle Scouts who are interested in projects this spring. We need to be thinking about some landscaping and clean up out in front of the library.

A few items still pending on the new library building. The security cameras should be finished by week's end. The program room closet sensor lights are not functioning properly so will need to be replaced. The entryway emergency lights have not be wired yet but should be next week. The overhead decorative light fixtures in the entryway will be installed next week (these have been on backorder for months). The tack board in the meeting room which was damaged in transit was replaced with again a damaged frame and it has been re-ordered.

Still working on the operational and maintenance manuals for the plumbing, electric, and mechanical systems as well as setting up warranties.

Manuel questioned if we intend to add a sign out in front of the library and make use of the existing posts and wiring from Carle. It is the intention, but will most likely need to wait until next spring. She also inquired about the possibility of an informational library sign on the overpass. This would fall under IDOT – we received 2 signs off of Old Route 47. Gortner will check with our contact at IDOT.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

Unfinished Business

The Property Tax Levy was reviewed. Manuel moved to adopt, seconded by Clodfelter. Levy adopted.

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

0 NAYS, 1 ABSENT

New Business

The Trustees reviewed Chapter 6: Access – *Standards for Illinois Public Libraries*.

Feeney presented information on the potential fiber sales agreement. The current infrastructure includes 72 strands of fiber. The proposal is for the 4 entities (City of Monticello, Piatt County, Monticello School District, and Allerton Public Library District) to retain ownership of 12 strands of fiber – selling 60 strands and both conduits. Some questions and comments were made. The buyer will be providing or replacing modems and equipment at each location as necessary taking the burden off the entities. The buyer will be providing 500 Mbps of bandwidth to the four entities free. The agreement is currently set for 20 years. The current maintenance agreement with Metro Communications expires within 18 months. It is important to note that all entities must agree – if terms are changed, it will be brought back up for a vote.

Consideration and Resolution Declaring Surplus Property was reviewed. Motion by Clodfelter, seconded by Manuel to approve. Motion carried.

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

0 NAYS, 1 ABSENT

Consideration Approval of the Fiber Sales Agreement was reviewed. Motion by Lochbaum, seconded by Richardson to approve. Motion carried.

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

0 NAYS, 1 ABSENT

Feeney made a motion to adjourn the meeting at 4:48 p.m., seconded by Clodfelter.

The next scheduled Board of Trustees meeting will be held next Wednesday, December 7, 2016 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
December 7, 2016**

The Allerton Public Library District Library Board of Trustees met on Wednesday December 7, 2016 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 minutes of the November 2016 meeting were reviewed. Clodfelter made a motion, seconded by Richardson that they are approved as presented. Motion carried.

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

1 ABSTAIN: Manuel

0 NAYS, 0 ABSENT

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. Manuel has been transferring some of the Work Cash Fund CDs from First State Bank to Central Illinois Bank to take advantage of the 1% interest rates offered.

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

0 NAYS, 0 ABSENT

A Hency invoice was presented for payment. Manuel made a motion to approve the bills, seconded by Gortner. Motion carried.

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

0 NAYS, 0 ABSENT

Librarian's Report

Circulation for November was 6,926. 1,157 interlibrary loan items borrowed and 1,436 interlibrary loan items loaned. The library had 1,106 reciprocals. 351 new items were added to the collection and 72 discarded from the collection. There were 26 new patrons and an additional 35 patron renewals for the month of November. Logins to the library's PAC was 7,087.

Program attendance this month was 387. Internet usage was 215 sessions this month and 435 users made use of the free Wi Fi.

The library held the Library's Holiday Shop on Saturday December 3, 2016 from 9:00-2:00. Over 90 children had earned *library dollars* by reading and were able to purchase gifts for family members and friends.

Petition filing for the position of Library Trustee will be December 12-19, 2016 at the library from 9:00-5:00.

The library had received a notification this past summer about unclaimed property from a for-profit company. Winters had asked library attorney Rupiper to investigate the claim. Rupiper made contact with the Max Hency probate attorney and there is unclaimed property in a Charles Schwab account. The probate attorney has petitioned the court to re-open the case (date set for December 29, 2016) and there will most likely be a distribution next year. There is approximately \$180,000 in the Charles Schwab account which after court filing and attorney fees will be split between Allerton Public Library and the City of Baltimore for the Menken House.

There are several upcoming programs scheduled for next year. There will be a Chinese New Year's Celebration on Saturday January 28, 2017 at 10:00 a.m., a Chocolate Party of Saturday February 22, 2017 at 10:00 a.m., a Dr. Seuss Birthday Party on Saturday March 4, 2017 at 10:00 a.m., a Teen Art Show display March 9-13, 2017, and a Mad Hatter's Tea Party on Saturday April 2, 2017 at 10:00 a.m.

There will also be some cooperative programs. On Monday January 16, 2017 (Martin Luther King Day) the library will be presenting a program from 9:30-3:30 with the City of Monticello. On Saturday March 4, 2017 at 2:00 p.m. the library and the Piatt County Historical & Genealogical Society will be presenting a program on the history of pharmacies with Mike Harris. There are two programs being presented with the University of Illinois Home Extension – one for children on Saturday April 29, 2017 at 10:00 a.m. on gardening and one for adults (at a time to be announced later) entitled Top Secrets in Growing Tomatoes.

As far as a building report, the security cameras are up and running, the light fixtures in the interior entryway has now been installed, and the roof was inspected just today. We are still waiting on warranties and operating manuals then we should be finished with the building project.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

None.

New Business

Lochbaum made a motion, seconded by Clodfelter that the minutes of the closed meetings remained closed. Motion carried.

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

0 NAYS, 1 ABSENT (Tracy had stepped out of the room briefly)

The 2017 Investment Policy was reviewed. The monthly automatic transfer from the General Library Fund money market account to the checking account will be \$35,000.

Manuel made a motion, seconded by Lochbaum to approve the policy. Motion carried.

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

0 NAYS, 1 ABSENT (Tracy had stepped out of the room briefly)

The Reimbursement Ordinance was reviewed. Feeney made a motion, seconded by Manuel that the ordinance be adopted as presented.

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

0 NAYS, 0 ABSENT

Feeney made at motion to adjourn the meeting at 4:25 p.m., seconded by Clodfelter.

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

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary