

Read Together/Learn Together – 7

Virtual events: ILP w/Kal Penn - 3

Passive programs:

Adult Activity Packets – 100

Take and Makes for Kid, Teen, Adult – 115

### **OTHER ITEMS:**

The Summer Reading Program Kickoff on Sat. June 1<sup>st</sup> was attended by 121 people. Laura and Emily are already planning programs for fall.

I became member of SHARE E-resources committee. Met with finance committee to further develop the 24-25 budget. Received the Per Capita Grant Award letter which stated award is \$9107.51 for 24-25 fiscal year. IHLS approved getting Automatic Material Handlers that means all barcodes will need to be on outside of materials. Will borrow barcode duplicator later in year to duplicate current barcodes to place on outside.

Had the plumber come to assess toilet that was not flushing in women's restroom. Needs to replace the flush valve. Will also do another unit. Discovered hot water heating is not working – needs to be replaced – cost \$1500. Water fountain over-shooting – will see if flow can be adjusted. Discussed placing a water bottle refill station in that area which will cost about \$3000, cost to replace all the restroom sink faucets- \$1206.

Two HVAC units need new actuators – cost for both units-\$1761 plus labor approx. \$2600. Zone system in staff break room not working properly. System was adjusted, discovered a faulty actuator part (\$215 plus labor).

The cost for stop sign at the end of the driveway is about \$53 for 18" sign, about \$60 for 8' post, \$6 for mounting hardware. Would need to have someone install. Community member recently asked for an update.

Need to replace light units in breakroom. No longer make light bulb strips (light bulbs no longer work in two units). Current electrician Troy Arney is semi-retiring.

The sprinkler (irrigation) system needs a new 'ribbon' in the controller – mice ate through the ribbon during winter months. Once ribbon is replaced system can be fully tested. Repairs may be needed.

Security updates and a backup plan have been completed by 2wav for Digital Archives (the company that set up the original DA). Cost approximately 2K. Cost for new patron computers for this fiscal year has increased \$250 per unit– now \$1250@

I attended the Piatt County Agencies Meeting. Presented a program "Discovering Your Career Journey" for Journey Co-op.

Held a staff meeting on June 5. I will be on vacation June 17-23

### **COMMITTEE REPORTS**

Financial Committee (Manuel, Richardson, Lochbaum) – met in May re: tentative budget to be reviewed in New Business

Personnel Committee (Gortner & Manuel) - none

Policy Committee (Lochbaum & Tracy) - none

**ALLERTON PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES  
June 12, 2024**

The Allerton Public Library District Library Board of Trustees met on Wednesday, June 12, 2024. President Sue Gortner called the meeting to order at 4:00pm.

**ROLL CALL**

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

Absent: none

Also in attendance: Sherry Waldrep

**PRESIDENT'S REPORT**

Nothing to report

**SECRETARY'S REPORT** (approval of minutes)

Beth Manuel moved to approve the May 8, 2024 minutes. Seconded by Ellie Tracy. Motion carried.

AYES: Sue Gortner, Sue Lochbaum, Beth Manuel, Lynn Richardson, Jeff Clodfelter, Ellie Tracy, Mike Harris

NAYS: 0

ABSTAIN: 0

**CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS**

Beth Manuel mentioned a letter to the editor from John Foltz in a recent issue of the Journal Republican thanking the library for help with the AARP Tax Aide program. She commented that it was a very nice letter. Director Waldrep mentioned a note was found in a returned book thanking the staff for doing a great job running the library.

**FINANCIAL REPORT** (approval of Bills Payable)

Beth Manuel provided the financial report. Reviewed the various CDs. One is due June 15. Sue Lochbaum moved to approve and pay the bills. Seconded by Mike Harris.

Motion carried.

AYES: Sue Gortner, Sue Lochbaum, Beth Manuel, Lynn Richardson, Jeff Clodfelter, Ellie Tracy, Mike Harris

NAYS: 0

ABSTAIN: 0

**DIRECTOR'S REPORT**

**STATISTICS:** see spreadsheet.

**PROGRAMS FROM LAST MONTH:**

In person programs:

Adult Bingo – 16

Crafternoon – 4

Playtime – 42 (23 kids, 19 adults)

Super Saturday – 20 (all ages)

After school art – 39

Bingo w/the Center - 16

Story Time – 68 (37 kids, 31 adults)

Lap Time – 28 (13 kids, 15 adults)

Diabetes Class - 6

Knit & Crochet Circle – 10

Buildings & Grounds Committee (Clodfelter, Harris, Gortner) - none

## UNFINISHED BUSINESS

### NEW BUSINESS

Library Board of Trustees Meeting Ordinance (roll call vote)

Beth Manuel moved to accept the Meeting Date Ordinance for next fiscal year 24-25. Seconded by Ellie Tracy. Motion carried.

AYES: Sue Gortner, Sue Lochbaum, Beth Manuel, Lynn Richardson, Jeff Clodfelter, Ellie Tracy, Mike Harris

Days the Library will be closed (roll call vote)

Sue Gortner moved to accept the days the library will be closed. Seconded by Beth Manuel. Motion carried.

AYES: Sue Gortner, Sue Lochbaum, Beth Manuel, Lynn Richardson, Jeff Clodfelter, Ellie Tracy, Mike Harris

NAYS: 0

ABSTAIN: 0

Half Year Review of Closed Meeting Minutes (roll call vote)

Sue Gortner reviewed the closed minutes and moved that the closed minutes remain closed. Seconded by Sue Lochbaum. Motion carried.

AYES: Sue Gortner, Sue Lochbaum, Beth Manuel, Lynn Richardson, Jeff Clodfelter, Ellie Tracy, Mike Harris

NAYS: 0

ABSTAIN: 0

Tentative Budget 2024-2025


The board reviewed the tentative budget including the salary scale. The board would like to see more salary options so Director Waldrep will compile a few more options and present them at the next meeting.

### OTHER

none

### ADJOURNMENT

Jeff Clodfelter moved to adjourn the meeting at 5:13pm. Sue Gortner seconded. The next scheduled Board of Trustees meeting will be held on July 10, 2024 at 4:00pm.

  
Susan M. Lochbaum  
Secretary

  
Sherry Waldrep  
Acting Secretary