

**ALLERTON PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES  
May 8, 2024**

The Allerton Public Library District Library Board of Trustees met on Wednesday, May 8, 2024. President Sue Gortner called the meeting to order at 4:02pm.

**ROLL CALL**

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

Absent: Mike Harris (arrived at 4:40pm)

Also in attendance: Sherry Waldrep, Emily Stone

**PRESIDENT'S REPORT**

Sue Gortner signed up for ILead Trustee Leadership Portal.

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

Ellie Tracy moved to approve the April 10, 2024 minutes. Seconded by Lynn Richardson. Motion carried.

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

NAYS: 0

ABSTAIN: 0

**CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS**

None

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

Beth Manuel provided the financial report. Sue Lochbaum moved to approve and pay the bills. Seconded by Sue Gortner. Motion carried.

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

NAYS: 0

ABSTAIN: 0

Ellie Tracy made a motion to increase the General Library Fund MMF transfer from 35K to 40K a month. Beth Manuel seconded. Motion carried.

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

NAYS: 0

ABSTAIN: 0

**DIRECTOR'S REPORT**

**PROGRAMS FROM LAST MONTH:**

In person programs:

Adult Bingo – 8

Bingo w/the Center - 18

Crafternoon – 5  
Playtime – 32 (18 kids, 14 adults)  
Super Saturday – 30 (all ages)  
After school art – 63

Story Time – 53 (28 kids, 25 adults)  
Lap Time – 22 (11 kids, 11 adults)  
Gravestone – Stories- 48  
Knit & Crochet Circle – 3

Read Watch Discuss – 3  
Read Together/Learn Together – 7

Tech Time with Megan - 2  
Picture Postcards - 10

Virtual events: no events in April

Passive programs:

Adult Activity Packets – 125  
Solar Scavenger Hunt - 52

Take and Makes for Kid, Teen, Adult – 124

OTHER ITEMS:

Summer Reading Program is almost ready. Summer Reading Kickoff is planned for Sat. June 1<sup>st</sup>. According to the County Clerk, the certified tax rate is .19085. We need to approve the rate for non-resident patrons.

Attended Medium Pubs Director Meeting. Attended an IHLS session about an automatic material handler which would be used for book sorting. If IHLS moves ahead with the purchase, we will need to place barcodes on the outside of all of our items. Some items already have the barcode on the outside so will only need to make duplicate labels for the others (mainly books). IHLS will have barcode duplicators and labels for us to borrow and use.

Spoke with the auditor's office. Katie is moving on toward a different focus so Sandy Perry will handle our audit. Date is tentatively set for the week of August 19, 2024. The cost for next year is \$14,890 which includes a one-time fee of \$2500 for a new IT security standard they are required to implement.

Met with Terry Summers about the status of Oberheim Park. Connected with Chief Bross about the type of sign that would be appropriate for the end of the driveway. He suggests a stop sign. The board indicated they would like to know the cost of a small stop sign.

Attended a webinar on Effective Performance Reviews. Attended a virtual meeting titled Conversation with Secretary Giannoulas & IHLS Members

Met with the Finance Committee for a preliminary budget meeting and the Policy Committee for policy manual changes.

Held a four-day book sale during the last week of April that brought in over \$400. No technology updates. Attended the Sangamon CEO Mentor Meeting as well as the CEO Trade Show. The Middle School Life Skills Class came to the library for a tour and activities. There is nothing to report regarding the staff.

## **COMMITTEE REPORTS**

Financial Committee (Manuel, Richardson, Lochbaum)

- Held a meeting on Monday, April 29 2024 and did a first review of the 2024-25 budget including salaries. The committee will meet again later in May.

Personnel Committee (Gortner & Manuel) - none

Policy Committee (Lochbaum & Tracy)

- Held a meeting on May 2, 2024. The committee is recommending changes to the Collection Policy and the Illinois Freedom of Information Act.

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

## **UNFINISHED BUSINESS**

Property donation and the draft IGA

Director Waldrep met with Terry Summers in April for an update to Oberheim Park. Summers has asked if the board is willing to do an IGA and option contract with a term of 3 years that could be renewed by agreement of both parties for a set number of years. Ellie Tracy moved to go ahead with the IGA and option contract for a three year term. Seconded by Beth Manuel. Motion carried.

AYES: Beth Manuel, Jeff Clodfelter, Ellie Tracy, Mike Harris

NAYS: 0

ABSTAIN: Sue Gortner, Lynn Richardson, Sue Lochbaum

## **NEW BUSINESS**

Policy revisions -

The policy committee recommended changes to the Gifts and Memorials section of the Policy Manual, specifically Donation of Library Materials and the Requests for Reconsideration section as part of the Collection Policy. In addition, a few changes to The Illinois Freedom of Information Act. Sue Lochbaum moved that the policy changes be accepted, Seconded by Ellie Tracy.

Motion carried.

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

Sue Lochbaum moved that the personnel policy and the library policy be two separate documents. Seconded by Ellie Tracy. Motion carried.

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

Sue Gortner moved to accept the certified rate of .19085 as the non-resident rate for the 2024-2025 year. 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

Information about the summer reading program which starts June 1, 2024 was provided by Emily Stone. No board action required.

**OTHER**

none

**ADJOURNMENT**

Jeff Clodfelter moved to adjourn the meeting at 5:31pm. Mike Harris seconded. The next scheduled Board of Trustees meeting will be held on June 12, 2024 at 4:00pm.

Respectfully submitted June 13, 2024 by Sherry Waldrep, Acting Secretary