

**ALLERTON PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MARCH 1, 2023**

The Allerton Public Library District Library Board of Trustees met on Wednesday, March 1, 2023. The meeting was called to order by President Sue Gortner at 4:00pm.

ROLL CALL

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

Absent: Lynn Richardson

Also in attendance: Sherry Waldrep

PRESIDENT'S REPORT

none

SECRETARY'S REPORT (approval of minutes)

Jeff Clodfelter moved to approve the February 1, 2023 minutes. Seconded by Mike Harris.
Motion carried.

AYES: Gortner, Harris, Tracy, Clodfelter, Lochbaum

NAYS: 0

ABSTAIN: Manuel

CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS

Ellie Tracy noticed changes to the library website and liked the new look.

FINANCIAL REPORT (approval of Bills Payable)

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

AYES: Gortner, Harris, Tracy, Clodfelter, Lochbaum, Manuel

NAYS: 0

ABSTAIN: 0

LIBRARIAN'S REPORT

Had 34 programs in February.

In person programs:

Adult Bingo – 11

Bingo with the Center – 18

Finishing Space – 0

Fiction Book Group – 2

Crafternoon – 2

Movie Matinee – 0

Puzzle Competition -24

Author talk – 8

Super Saturday- 71

Storytimes: Lap Time – 49 (28 kids, 21 adults)

Story Time – 43 (25 kids, 18 adults)

Playtime - 74 (42 kids, 32 adults)

Non-fiction Book Group – 5

After School Art - 41

Sleeping Beauty Storytime – 53

Senior Life Solutions - 1

Tech Time - 0

Virtual Program: Illinois Libraries Presents – 0

Passive programs:

Adult Activity Packets – 80

All Take and Make (kids, teen, adult) – 222

Other items to note: 125 people participated in the Winter Reading Challenge. “Just in Case” bins and contents placed in all public restrooms. The ILLINET Statistical Survey and the Annual Certification for System membership were completed and submitted. Met with Kevin Feeney regarding renewal for insurance policies. Updated the library comprehensive inventory including technology for insurance purposes. Wrote the Technology Five Year Plan and updated the Funeral Leave Policy (now the Bereavement Leave Policy) due to a new state law. Pursuing information to continue the digitization of the Piatt County Journal Republican. The library has newspapers dating back to 2014 that have not yet been put to microfilm nor digitized. Spoke with staff at Abraham Presidential Library to gather information. Connected with a new plumber - Patriot Plumbing - in order to fix a plumbing issue with the staff restroom. Discovered the back flow in the storage area needs to be checked. Met with the Sages Read committee to finalize challenges and prizes for 2023. Program will start March 1st.

COMMITTEE REPORTS

Financial Committee (Manuel & Richardson) - none

Personnel Committee (Gortner & Lochbaum) - none

Policy Committee (Lochbaum & Tracy) - none

Buildings & Grounds Committee (Clodfelter & Harris) - none

UNFINISHED BUSINESS

Property donation - Director Waldrep informed the board of her conversation with the library lawyer. The lawyer recommends pursuing an option contract that the city lawyer would draft and get back to the library for review. We would still need to have an intergovernmental agreement to enter the option contract. Waldrep will contact Terry Summers to convey this information.

NEW BUSINESS

Insurance Policies Renewal - Director Waldrep met with Kevin Feeney from Burgess & Cline who supplies the library’s insurance. While we are properly covered, there is the option of purchasing umbrella insurance for all policies. The board would like to see the cost breakdown before deciding.

Bereavement Policy - Director Waldrep presented the revised Bereavement Policy that was updated due to a new state law. Sue Gortner moved to accept the changes. Seconded by Sue Lochbaum. Motion carried.

AYES: Gortner, Harris, Tracy, Clodfelter, Lochbaum, Manuel

NAYS: 0

ABSTAIN: 0

Technology Plan - Director Waldrep presented a five-year technology plan which includes a number of items related to updating technology including replacing patron computers which are more than six years old, replacing switches, and updates to the program room such as a smart large screen TV to use in place of a projector. The board would like a better sound system in the program room as well.

OTHER

Jeff Clodfelter made a motion to adjourn the meeting. Seconded by Mike Harris. Meeting adjourned at 5:22 pm.

The next scheduled Board of Trustees meeting will be held on April 5, 2023 at 4:00pm.

Susan M. Lochbaum
Secretary

Sherry Waldrep
Acting Secretary