

**ALLERTON PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
December 11, 2024**

The Allerton Public Library District Library Board of Trustees met on Wednesday, December 11, 2024. President Sue Gortner called the meeting to order at 4:00pm.

ROLL CALL

Present: Sue Gortner, Sue Lochbaum, Beth Manuel, Jeff Clodfelter, Mike Harris
Absent: Lynn Richardson, Ellie Tracy
Also in attendance: Sherry Waldrep, Terry Summers arrived at 4:10pm

PRESIDENT’S REPORT

Sue Gortner recently sent information to all the trustees about book banning. She stated that the library does have the Freedom to Read and Freedom to View in our policy manual. In addition, she saw a Facebook post praising staff for taking a book to the Mahomet Public Library for a patron.

SECRETARY’S REPORT (approval of minutes)

Beth Manuel asked that the comment from the Policy Committee in the minutes be placed under the Policy Committee section. Beth Manuel moved to approve the November 13, 2024 minutes as corrected. Seconded by Mike Harris. Motion carried.

AYES: Sue Gortner, Sue Lochbaum, Beth Manuel, Jeff Clodfelter, Mike Harris
NAYS: 0
ABSTAIN: 0

CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS - none

FINANCIAL REPORT (approval of Bills Payable)

Beth Manuel provided the financial report. The CD for the Working Cash Fund for \$78,000 was renewed for 9 months for 4.11%. Jeff Clodfelter moved to approve and pay the bills. Seconded by Sue Lochbaum. Motion carried.

AYES: Sue Gortner, Sue Lochbaum, Beth Manuel, Jeff Clodfelter, Mike Harris
NAYS: 0
ABSTAIN: 0

DIRECTOR’S REPORT

PROGRAMS FROM LAST MONTH:

In person programs: 29

Adult Bingo – 13	Story time – 33 (14 kids, 9 adults)	
Lap time – 25 (14 kids, 11 adults)	Early Hangout - 16	BYOB Book Group – 7
Playtime – 75 (44 kids, 31 adults)	Knit & Crochet Circle – 1	Kids Movie - 11
Super Saturday – 0	Kids Coloring Club – 18	Cookbook Group – 1
Teen/Tween D&D – 9	Non-fiction Book Group – 6	Pumpkin Pottery - 19
Robert Ridgeway – 19	Crafternoon - 4	

Virtual events: 1
ILP - Art Smith - 6

Passive programs: 7

Adult Activity Packets-100; Kids Thanksgiving Activity Pack-69; Adult Try Something Kit-30; Adult Take and Make-30; Kids Take and Make- 30; Teen Take and Make-30

OTHER ITEMS:

Winter Reading Bingo starts December 20 and goes through the end of February. Winter/Spring programs are on the website event calendar.

The Barcoding project is still going on with the hope of being done by the end of December. Met with Policy Committee to revise policies for Equipment, Circulation, Library Usage, and Freedom of Information. Have received additional email communication from middle school librarian re: library cards for Monticello students. Annual Fiscal Report being submitted to the Illinois Comptroller by the auditor. Hosted the Medium Public Libraries meeting at the library on November 26th. Met with Terry Summers to get an update about the proposed recreation park. Signed Allied Mechanical maintenance proposal for next year although the company may be transitioning out – I will explore other vendors.

Due to colder weather, cement caulking in parking lot will not be done until temps are at least 40 degrees and rising. Windows (inside and outside) have been cleaned. Entire library carpeting was cleaned November 29th. Ben's Landscaping donated a red maple tree to the library. It is planted near the north side parking lot. Nothing to report on technology.

Attended the Sangamon CEO Investor Coffee. Attended the Non-Profit Leader's luncheon at Kirby. Received a \$500 micro grant from the Heart of Illinois Community Foundation.

One more staff needs to complete Sexual Harassment Training and Bloodborne Pathogens training due end of Dec. All staff performance evaluations completed. Held Staff Meeting/Breakfast on December 4.

COMMITTEE REPORTS

Financial Committee (Manuel, Richardson, Lochbaum) - none

Personnel Committee (Gortner & Manuel) - none

Policy Committee (Lochbaum & Tracy) - The Policy Committee met on November 11, 2024 and made changes to the following policies - Equipment, Circulation, Library Usage, and Freedom of Information.

Sue Lochbaum moved to accept the proposed changes to the policy manual and program room use. Beth Manuel seconded. Motion carried.

AYES: Sue Gortner, Sue Lochbaum, Beth Manuel, Jeff Clodfelter, Mike Harris

NAYS: 0

ABSTAIN: 0

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

UNFINISHED BUSINESS

Property Donation

Terry Summers, Monticello City Administrator, came to answer questions about the redesigned park plan for which the library is donating part of the library property. Summers informed the trustees that the city council approved \$8M in the city budget for the park cost of Phase I. Construction and engineering hope to be completed in 2025. There is no timeline for Phase II. The survey, the recording of it, and the closing costs would all be covered by the City. The City will need ownership by March. The Intergovernmental Agreement and the Resolution still need to be finalized.

Annual Review of Serving Our Public - Chapters 11, 12, 13

The board reviewed the final chapters of the Serving Our Public. The library needs to have a communications plan. Director Waldrep will draft one.

NEW BUSINESS

Adopt Investment Procedures

Sue Gortner moved to adopt the 2025 investment procedures. Seconded by Beth Manuel. Roll call vote. Motion carried.

AYES: Sue Gortner, Sue Lochbaum, Beth Manuel, Jeff Clodfelter, Mike Harris

NAYS: 0

ABSTAIN: 0

Review of Closed Session Minutes

Sue Gortner reviewed close session minutes and moved to keep the closed session minutes closed. Sue Lochbaum seconded. Motion carried.

AYES: Sue Gortner, Sue Lochbaum, Beth Manuel, Jeff Clodfelter, Mike Harris

NAYS: 0

ABSTAIN: 0

OTHER - none

ADJOURNMENT

Jeff Clodfelter moved to adjourn the meeting at 5:25pm. Mike Harris seconded. The next scheduled Board of Trustees meeting will be held on January 8, 2025, at 4:00pm.

Susan M. Lochbaum

Secretary

Sherry Waldrep

Acting Secretary