

**ALLERTON PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
July 8, 2026**

The Allerton Public Library District Library Board of Trustees met on Wednesday, July 8, 2026. Vice President Jeff Clodfelter called the meeting to order at 4:00pm.

ROLL CALL

Physically present: Jeff Clodfelter, Mike Harris, Sue Lochbaum, Lynn Richardson, Ellie Tracy, Beth Manuel

Absent: Sue Gortner

Also in physical attendance: Sherry Waldrep

PRESIDENT'S REPORT - None

SECRETARY'S REPORT (approval of minutes)

Beth Manuel moved to approve the June 10, 2026 minutes. Seconded by Ellie Tracy. Motion carried.

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

NAYS: 0

ABSTAIN: 0

CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS - None

FINANCIAL REPORT (approval of Bills Payable)

Beth Manuel provided the financial report. There are a couple of CDs coming up for renewal July 15th that she will renew. Lynn Richardson moved to approve and pay the bills.

Seconded by Sue Lochbaum. Motion carried.

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

NAYS: 0

ABSTAIN: 0

DIRECTOR'S REPORT:

In person programs: 33

Adult Bingo – 13

License Plate – 3

Tween Programs (3) – 30

Teen Programs (2) – 0

Monday Programs (5) – 147

Yoga – 44

BYOB Book Group – 7

Sit & Stitch – 10

Miss Make Believe – 31

Non-fiction book group-5

Music/Movement – 38 (19 kids, 19 adults)

Story time-69 (40 kids, 29 adults)

Playtime-37 (23 kids, 14 adults)

Virtual events: 1

Dementia Friends Watch Party – 4

Passive programs: 5

Adult Activity Packets-75; Adult Try Something Kit-24; Take and Makes: Adult-24; Kids-20; Teen-29.

OTHER ITEMS:

Programming: Summer reading programs are going well although teen programs in June had zero attendance (we cancelled one of them). To date 82 (0 to 12) and 16 (teen through adult) have picked up at least one prize. Fall/early winter programming is almost complete.

Administrative: Met again with the Policy Committee to review policy revisions and new policies. Went to the ALA Marketplace for one day. Met with a few vendors and picked up many free books. Did not receive the IHLS Marketing grant that I applied for in May. Met with an IHLS marketing staff member who provided some suggestions to fund the grant idea (Legacy Project) or just to procure funds. Some of the ideas include: a donation button on the website; donation jar; shop online store with generic library items for purchase which gives small amount of income back to library; partner with local business i.e. Dine for dollars. Met with the 130th anniversary committee. Set celebration date for Sunday, October 17th from 2-4pm. Led the Small and Rural Libraries (SARL) Forum meeting. Attended a Medium Pubs Library meeting. Received the Per Capita Grant – an increase over the last few years – \$10,426. Money will be used for programming and to purchase items for the Library of Things. Collecting Program survey information from patrons-started in June, will continue through July.

Building: Mattex was out to make the few needed repairs (new thermostat for program room and condensate trap for RTU #2). The humidity control in the program room is not working as well as it should.

Technology updates: Starting the process of switching fax service. With our current service we must pay for a phone line. New service eliminates that.

Community relations: Attended a virtual meeting re: Piatt County Help Book. There will be some updates to the virtual copy. Still have many physical copies.

Staff: Fiscal year letters will be distributed on July 9th.

COMMITTEE REPORTS

Financial Committee (Manuel, Richardson, Lochbaum) - none

Personnel Committee (Gortner & Manuel) - none

Policy Committee (Lochbaum & Tracy) - meet on June 29, 2026. Updated policies will be discussed in new business.

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

UNFINISHED BUSINESS - None

NEW BUSINESS

Approval of revised 2026-27 Tentative GLF Budget and Salary Scale:

Beth Manuel moved to approve the revised tentative GLF budget and salary scale.

Seconded by Jeff Clodfelter. Motion carried.

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

NAYS: 0

ABSTAIN: 0

Review and approval of library policies:

Two new policies were created - a Reference and Reader's Advisory Services Policy and a Social Media Policy. An addition to the Personnel Policy related to breaks for part-time staff was added. The Request for Reconsideration of Library Materials was updated. Sue Lochbaum moved to approve the new and revised policies as presented by the Policy Committee. Seconded by Mike Harris. Motion carried.

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

NAYS: 0

ABSTAIN: 0

OTHER - none

ADJOURNMENT

Beth Manuel moved to adjourn the meeting at 4:56pm. Seconded by Ellie Tracy. The next scheduled Board of Trustees meeting will be held on August 12, 2026 at 4:00pm.

Approved by the Board of Trustees on August 12, 2026