

**ALLERTON PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES  
September 13, 2023**

The Allerton Public Library District Board of Trustees met on Wednesday, September 13, 2023. The meeting was called to order by President Sue Gortner at 5:03pm.

**ROLL CALL**

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

Absent: none

Also in attendance: Sherry Waldrep

**PRESIDENT'S REPORT**

President Gortner has talked with Trustee Mike Harris about keeping abreast of what is happening with regards to book banning. Happy Birthday to Beth Manuel! Condolences to Beth in the passing of her mother. A staff member's family member also passed away.

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

Mike Harris moved to approve the August 9, 2023 minutes. Seconded by Lynn Richardson. Motion carried.

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

NAYS: 0

ABSTAIN: Tracy

**CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS**

none

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

Beth Manuel provided the financial report. The checking account balance is low due to a number of high expense bills. Beth Manuel moved to increase the monthly transfer for the month of September from 35K to 50K. Seconded by Mike Harris.

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

NAYS: 0

ABSTAIN: Tracy

Sue Gortner moved to approve and pay the bills. Seconded by Mike Harris. Motion carried.

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

NAYS: 0

ABSTAIN: 0

**LIBRARIAN'S REPORT**

**STATISTICS:** see spreadsheet.

**PROGRAMS FROM LAST MONTH:**

In person programs:

Adult Bingo – 8

Story Time – 59 (32 kids, 27 adults)

Lap Time – 21 (10 kids, 11 adults)

Bingo w/Center - 20

Playtime - 50 (28 kids, 22 adults)

Virtual: no programs offered

Passive programs:

Adult Activity Packets – 100

Take and Make (kids) – 20

**OTHER ITEMS:**

**Programming:** Some Fall programming started mid-August. Many more programs in Sept/Oct/Nov/Dec. All trustees received a calendar of events for September and October to consult for more details. Calla and the director put in a new story on the Story Walk last week.

**Administrative:** The IPLAR (Illinois Public Library Annual Report) was completed and submitted. Compiled all the numbers for the Budget and Appropriation. Pushed back the time frame for a month to account for beginning balance adjustments that needed to be made to a few funds.

**Technology updates:** New website development in progress. Calla and the director met to map out what was wanted on the site. Meet regularly with a team member from Streamline to help with the more technical aspects; Calla is doing the remaining work. Hope to be able to launch late this month or early Oct. Director Waldrep showed the new website design/layout to the Board.

Program room new technology set up in progress. Had staff from CORE construction help with the wall cutout. Project should be done by late September.

**Community relations:** The Director has volunteered again to be a mentor for Sangamon CEO. Attended Piatt County Nonprofit Leader Luncheon in August where training was provided - How to Build and Maintain an Effective Team. The library will have another table at the Monticello Farmers Market, Thursday September 14.

**Staff:** Nothing new to report.

**COMMITTEE REPORTS**

Financial Committee (Manuel, Richardson, Lochbaum) - none

Personnel Committee (Gortner & Manuel) - working on Director evaluation

Policy Committee (Lochbaum & Tracy) - none

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

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

The Budget and Appropriation has been posted for the public to view. The board also received a copy. The board will vote to pass at the October meeting.

**OTHER**

The library's custodian had a family member that recently passed away.

**ADJOURNMENT**

Jeff Clodfelter moved to adjourn at 5:47pm. Mike Harris seconded. The next scheduled Board of Trustees meeting will be held on October 11, 2023 at 4:30pm. Decennial committee will meet at 4pm.

Respectfully submitted

Sherry Waldrep, Acting Secretary