

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

The Allerton Public Library District Library Board of Trustees met on Wednesday, December 13, 2023. The meeting was called to order by President Sue Gortner at 4:30pm. The meeting had a delayed start due to a meeting of the Decennial Committee for Local Government Efficiency at 4:00pm.

**ROLL CALL**

Present: Sue Gortner, Sue Lochbaum, Beth Manuel, Lynn Richardson, Mike Harris, Ellie Tracy (left the meeting at 4:45pm), Jeff Clodfelter

Absent: none

Also in attendance: Sherry Waldrep and Brian Loman from Loman Ray

**PRESIDENT'S REPORT**

President Gortner shared a Facebook post that consisted of a positive comment about a patron's experience at the library that was followed by many positive comments about the library staff.

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

Beth Manuel moved to approve the November 8, 2023 minutes. Seconded by Mike Harris. Motion carried.

AYES: Sue Gortner, Sue Lochbaum, Beth Manuel, Lynn Richardson, Mike Harris

NAYS: 0

ABSTAIN: Ellie Tracy, Jeff Clodfelter

**CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS**

none

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

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

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

NAYS: 0

ABSTAIN: 0

**DIRECTOR'S REPORT**

In person programs:

Adult Bingo – 15

Crafternoon – 7

Story Time – 37 (22 kids, 15 adults)

Playtime – 22 (12 kids, 10 adults)

Lap Time – 27 (12 kids, 15 adults)

Air Fryer - 10

Bingo w/Center - 13

Learn Together, Grow Together book group– 7

Madrigals - 17

Illinois Terminal in Monticello - 12

Brick Builders (Lego) – 20 kids

Super Saturday – 20

Virtual programs: 1

Passive programs:

Adult Activity Packets – 100

Take and Makes for Kid, Teen, Adult – 142

#### **OTHER ITEMS:**

Most of the youth programming for the winter/spring was set up by Calla before she left. Adult programs will be set by December 15. The website calendar will be updated next week. Megan is putting together the monthly newsletter and the monthly calendar until a Youth Services Coordinator is hired.

The Audit is complete. The bookkeeper has received the year-end adjustments. A new SHARE catalog overlay is coming and will go live December 18<sup>th</sup>. Staff have already viewed it and are attending training sessions through the Illinois Heartland Library System. The parking lot light near the staff entrance has been replaced as have interior bulbs. Scott Davis is installing new network switches. In addition, Scott and I have been in touch with the company (2 way) that helped create the Digital Archives. Late last year, the President of the company contacted me about bringing the site up-to-date as it is not using a secure connection nor had any software updates. They have provided us with a proposal to improve security, privacy, and ensure continuing maintainability of the service. Project estimate is 20 hours at \$150/hour (\$3000). Two Sangamon CEO events were attended, the investor coffee as well as monthly mentor/mentee meeting.

Received notification from Jonathan Rogers that he has secured a full-time job and can no longer work his Monday evening shift. He will continue to work his weekend shifts. A part-time staff person to help with subbing and the Monday evening shift has been hired. Held a staff meeting Wednesday, December 6<sup>th</sup>. Interviews were conducted for the Youth Services Coordinator and a Coordinator has been hired. The person will start on January 2<sup>nd</sup> 2024.

#### **COMMITTEE REPORTS**

Financial Committee (Manuel, Richardson, Lochbaum) - none  
Personnel Committee (Gortner & Manuel) - none  
Policy Committee (Lochbaum & Tracy) - none  
Buildings & Grounds Committee (Clodfelter, Harris, Gortner) - none

#### **UNFINISHED BUSINESS**

##### **Employee Health Insurance**

Brian from Loman Ray answered questions about the proposed health insurance and dental insurance plans. The Board chose a new plan still covering the employee's premium. The board will look at dental insurance options next year as one was not chosen for this upcoming year.

##### **Annual Review - Serving Our Public - Chapters 11, 12, 13**

The Board reviewed Chapters 11, 12, 13 of the Serving Our Public 4.0 Standards for Illinois Public Libraries. The review of the Standards is now complete for 2023.

#### **NEW BUSINESS**

##### **Closed session minutes**

Sue Lochbaum moved that the closed session minutes remained closed. Seconded by Mike Harris. Motion carried.

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

NAYS: 0

ABSTAIN: 0

Investment Procedures

Jeff Clodfelter moved to adopt the changes to the Investment Procedures. Seconded by Sue Lochbaum. Motion carried.

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

NAYS: 0

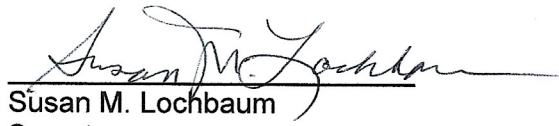
ABSTAIN: 0

**OTHER**


None

**ADJOURNMENT**

Jeff Clodfelter moved to adjourn the meeting at 5:43pm. Mike Harris seconded. The next scheduled Board of Trustees meeting will be held on January 10, 2024 at 4:00 p.m.



Susan M. Lochbaum  
Secretary



Sherry Waldrep  
Acting Secretary