

**ALLERTON PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
June 7, 2023**

The Allerton Public Library District Library Board of Trustees met on Wednesday, June 7, 2023. The meeting was called to order by President Sue Gortner at 4:00pm.

**ROLL CALL**

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

Absent: Ellie Tracy

Also in attendance: Sherry Waldrep

**PRESIDENT'S REPORT**

Sue Gortner commented that she stopped by the library on Saturday for the Summer Reading Kickoff. Looked like it was going really well - face painter, music, snow cones.

Sue received notice of the TIFF district meeting if anyone wishes to attend. The meeting is next week, June 15, 2023 at 2:00pm.

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

Beth Manuel noted that the Oath of Office given to re-elected Lynn Richardson and Jeff Clodfelter is missing from the minutes. Minutes will be amended. Beth Manuel moved to approve the May 3, 2023 minutes as amended. Seconded by Lynn Richardson. Motion carried.

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

NAYS: 0

ABSTAIN: 0

**CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS**

Staff have heard comments, many favorable, about being fine free.

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

Beth Manuel provided the financial report. Mike Harris moved to approve and pay the bills. Seconded by Sue G. Motion carried.

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

NAYS: 0

ABSTAIN: 0

**LIBRARIAN'S REPORT**

Circulation and other statistics were provided via a separate spreadsheet.

**PROGRAMS FROM LAST MONTH:**

In person programs:

Adult Bingo – 10

Author Talk - 6

Lap Time – 32 (18 kids, 14 adults)

Story Time – 23 (11 kids, 12 adults)

Finishing Space – 0  
Crafternoon – 4  
Bingo with the Center – 18

Playtime - 34 (19 kids, 15 adults)  
After School Art – 23 kids

Virtual:

Illinois Libraries Presents – 1

Passive programs:

Adult Activity Packets – 100

All Take and Make (kids, teen, adult) – 135

Spring programming wrapped up. Summer Reading Program and activities to start June 1<sup>st</sup>. Goes through July 31, 2023. Waldrep met with the finance committee to continue working on a tentative budget. The Illinois Heartland Library Systems agreement has been signed as has the OCLC agreement. Library window cleaning is scheduled for June 8. The audit engagement letter has been received and needs to be signed.

Waldrep attended the Sangamon CEO Trade Show as well as the last mentor meeting. Held a library staff meeting on May 10.

**COMMITTEE REPORTS**

Financial Committee (Manuel, Richardson, Lochbaum) - will report in new business

Personnel Committee (Gortner & Manuel) - none

Policy Committee (Lochbaum & Tracy) - none

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

**UNFINISHED BUSINESS**

Circulation Policy

A few changes were needed in the circulation policy. Under Patron Responsibilities the line about fines being set by the Board of Trustees and being charged each day was changed to Fines for certain library materials will be set by the Board of Trustees and will be charged for each day such items are overdue. Also, the words 'as well as varying fine rates' was removed in two different places in the Material Loan Policy. Sue Lochbaum moved to approve the policy changes. Seconded by Mike Harris. Motion carried.

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

NAYS: 0

ABSTAIN: 0

**NEW BUSINESS**

Trustee Meeting Date Ordinance 2024-01

Sue Lochbaum moved to approve the meeting dates ordinance number 2024-01. Seconded by Beth Manuel. Motion passed.

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

NAYS: 0

ABSTAIN: 0

Days the Library will be closed

Jeff Clodfelter moved to accept the days the library will be closed with a correction needed for the August date. Seconded by Beth Manuel. The document stated August 16th as the Staff Development Day but it will be August 9th. Director Waldrep will indicate that the library door will be open for the board meeting. Motion carried.

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

NAYS: 0

ABSTAIN: 0

Closed session minutes

Sue Lochbaum moved that the closed session minutes remain closed. Seconded by Beth Manuel. Motion carried.

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

NAYS: 0

ABSTAIN: 0

Preliminary budget

The board reviewed the preliminary numbers in the 2023-2024 budget.

## **OTHER**

Trustee Workshop report

Mike Harris attended two trustee workshops virtually and gave a summary of the workshops. One of the workshops was on the Levy/Budget cycle and the other was a Mock Meeting. Sue Gortner also attended two trustee workshops.

Jeff Clodfelter made a motion to adjourn the meeting. Seconded by Mike Harris. Meeting adjourned at 5:39 pm.

The next scheduled Board of Trustees meeting will be held on July 12, 2023 at 4:00pm.

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Susan M. Lochbaum  
Secretary

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Sherry Waldrep  
Acting Secretary