

**ALLERTON PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES  
August 14, 2024**

The Allerton Public Library District Library Board of Trustees met on Wednesday, August 14, 2024. President Sue Gortner called the meeting to order at 4:01pm.

**ROLL CALL**

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

Absent: Lynn Richardson

Also in attendance: Sherry Waldrep

**PRESIDENT'S REPORT**

No report

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

Jeff Clodfelter moved to approve the July 10, 2024 minutes. Seconded by Ellie Tracy. Motion carried.

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

NAYS: 0

ABSTAIN: 0

**CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS**

None

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

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

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

NAYS: 0

ABSTAIN: 0

**DIRECTOR'S REPORT**

**STATISTICS:** see spreadsheet.

**PROGRAMS FROM LAST MONTH:**

In person programs:

Adult Bingo – 8

Story Time – 58 (30 kids, 28 adults)

Terrific Tuesday - 151

Playtime – 69 (41 kids, 28 adults)

Non-Fiction Book Group – 6

Crafternoon – 3

Science Mondays – 88

Teen/Tween Studio - 6

Knit & Crochet Circle – 10

Book a Librarian - 5

Virtual events: None

Passive programs:

Adult Activity Packets – 100      Take and Makes for Kids, Teen and Adults – 134

**OTHER ITEMS:**

Summer reading programming is finished. Reading goes through August 11<sup>th</sup>. No programs for the first two weeks of August. Fall programs are listed on website calendar.

Updated the library's Federal SAM account that allows us to receive grants. Completed and submitted the IPLAR on July 24th. Emily created a social media post with some of the interesting statistics. Updated year-end budget numbers and put together 24-25 Budget & Appropriation. Gathered and sent files to auditor- audit is week of Aug 19th.

Attended ILA SARL Board meeting to select conference scholarship winners as well as the SARL Forum for session on the ARC of Illinois re: disability services and resources.

Spoke with Tech Electronics - Honeywell discontinuing our smoke detectors. Our panel will not recognize our devices after 2025. Waiting to hear from sales rep in order to get pricing for new detectors.

Scott is working on replacing the Firewall. Will soon be upgrading to Microsoft 365 that will include new email addresses for the library.

Agreed to be mentor again for the Sangamon Valley CEO Program. Met with and gave tour of the library to Cristin Wright of the Heart of Illinois Community Foundation. She is the Philanthropic Advisor for Piatt County. Attended Piatt County Agencies Coalition luncheon. Hosted Piatt County Resource Guide meeting at the library on August 8th.

Staff appreciative of pay increases. Staff Development Day – August 14 with CPR/First Aid training.

**COMMITTEE REPORTS**

Financial Committee (Manuel, Richardson, Lochbaum) -none

Personnel Committee (Gortner & Manuel) - Sue and Beth met with Sherry to conduct her performance evaluation and discussed next year's goals and reflections on last year.

Policy Committee (Lochbaum & Tracy) - none

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

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

24-25 Budget and Appropriation presented. Board will vote on it at the next meeting.

Sue Gortner moved to accept the hot spots policy as part of the material loan policy. Mike Harris seconded. Motion carried.

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

NAYS: 0

ABSTAIN: 0

Serving Our Public Standards - reviewed chapters 1-4. Items in these chapters that will be attended to this coming year include surveying patrons and finalizing the mission statement and strategic plan.

**OTHER**

None

**ADJOURNMENT**

Jeff Clodfelter moved to adjourn the meeting at 5:10pm. Mike Harris seconded. The next scheduled Board of Trustees meeting will be held on September 11, 2024 at 4:00pm.

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Susan M. Lochbaum  
Secretary

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Sherry Waldrep  
Acting Secretary