

**ALLERTON PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
APRIL 5, 2023**

The Allerton Public Library District Library Board of Trustees met on Wednesday, April 5, 2023. The meeting was called to order by President Sue Gortner at 4:04pm.

ROLL CALL

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

Absent: Mike Harris

Also in attendance: Sherry Waldrep

PRESIDENT'S REPORT

Sue Gortner congratulated Jeff Clodfelter and Lynn Richardson for being re-elected to the Board. Complemented library staff as they often have to stay later during AARP tax season. Shared information about a Zoom workshop about building assessments.

SECRETARY'S REPORT (approval of minutes)

A correction is needed - Jeff Clodfelter's name spelled incorrectly in the secretary's report in the March 1 2023 minutes. Beth Manuel moved to approve the March 1, 2023 minutes as amended. Seconded by Sue Lochbaum. Motion carried.

AYES: Gortner, Tracy, Clodfelter, Lochbaum, Manuel

NAYS: 0

ABSTAIN: Richardson

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 Lynn Richardson. Motion carried.

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

NAYS: 0

ABSTAIN: 0

LIBRARIAN'S REPORT

Circulation statistics look good; a 4.7% increase from last year during the same month.

The library held 33 programs during the month with 229 in person attendees. We continue to offer in-person, passive, and virtual programs.

The library book sale was held for four days and brought in \$185.

The Tech Electronics Service Agreement has been renewed for 3 years. The levy amounts have been confirmed and an estimated tax computation received. Spoke with a rep from Backstage Library Works about purchasing newspapers on microfilm or going straight to digital newspapers. Cost is about \$100 per reel. Found a grant through the Illinois State Archives but there was only one week left to submit a grant proposal (proposals require time to prepare) so

will look into next year. Grant is a minimum of \$500/maximum \$5000 and requires a one-to-one match.

Reviewed parking lot repairs and restriping with CORE construction. Repairs scheduled for the week of April 10 starting on Tuesday April 11. No access to drive through book drop at this time. All parking will be on the right side (north) which includes the handicap parking spaces.

GFL no longer picks up recycling. Will look into other options.

Attended Kirby Foundation Nonprofit Luncheon and the Sangamon CEO mentor meeting. Held a staff meeting where we continue to review emergency procedures by working through scenarios.

Director Waldrep will be on vacation May 16 - May 25.

COMMITTEE REPORTS

Financial Committee (Manuel & Richardson) - none

Personnel Committee (Gortner & Lochbaum) - none

Policy Committee (Lochbaum & Tracy) - none

Buildings & Grounds Committee (Clodfelter & Harris) - none

UNFINISHED BUSINESS

Insurance umbrella coverage

The board discussed the umbrella insurance costs which are minimal. It is prudent to add the coverage. Sue Lochbaum moved to incur additional cost for umbrella coverage for property, auto, worker's comp and directors and officers. Seconded by Beth Manuel. Motion carried.

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

NAYS: 0

ABSTAIN: 0

Parking Lot repair update

The parking lot repairs will begin the week of April 10. The drive through book drop will be closed as will sections of the parking lot and the circle drive.

NEW BUSINESS

Meeting dates for next fiscal year

Was suggested by Director Waldrep that the meetings be moved to the second Wednesday of the month to aid with the bookkeeping as well as statistics collection. Board members were in agreement. The dates will be provided to the lawyer for the new ordinance.

Decennial Committee on Local Government Efficiency Act

Discussed the process that needs to be followed - 3 meetings within 18 months with the first meeting to be held prior to June 10th. In addition to the board, two community members within the library district need to be on the committee. Beth Manuel will contact someone as will Director Waldrep.

OTHER

Jeff Clodfelter made a motion to adjourn the meeting. Seconded by Lynn Richardson. Meeting adjourned at 5:19 pm.

The next scheduled Board of Trustees meeting will be held on May 3, 2023 at 4:00pm.

Susan M. Lochbaum
Secretary

Sherry Waldrep
Acting Secretary