Meeting Minutes Auburn Public Library District Board Meeting October 15th, 2024 7 PM

Call to order: A regular meeting of the Auburn Public Library District Board of Trustees was held in Auburn, IL, 62615, on October 15th, 2024. The meeting convened at 7:17 pm. President Lacy Strader presiding, and Ashley Jarrett, secretary.

Roll call to establish quorum:

Board Attendees:

Lacy Strader: present
 Monica Garrett: present
 Ashley Jarrett: present
 Jeffrey Stutsman: absent
 Deb Burke: present

6. Dan Dixon: present7. Katie Horath: present

Staff:

Amanda Kendall, Library Director: present

Nicole Szymski, Librarian: present Kaydence Lehman, Aide: absent

Visitors:

none

I. Approval of minutes:

Motion: Moved by Dan Dixon to accept the minutes of the September 2024 meeting

Motion carried.

II. Consent Agenda

- a. Circulation up 259 from August!
- b. A/V and youth services saw the biggest increase; graphic novels increased a lot

Motion: Moved by Lacy Strader that the Consent Agenda be approved. **Motion carried.**

III. New Business

1. Tax Levy

- a. Motion: moved by Lacy Strader to pass the Tax Levy
 - i. Lacy Strader: yay
 - ii. Monica Garrett: yay
 - iii. Ashley Jarrett: yay
 - iv. Dan Dixon: yay
 - v. Deb Burke: yay
 - vi. Katie Horath: yay

Motion carried.

- 2. Streamline Website System
 - a. Current website is unreliable and reverts to an older version
 - b. Websites must be ADA compliant
 - *i.* Streamline has the capability to build and maintain website and scan for ADA compliance
 - c. IHLS negotiated price is \$120/month
 - i. Would replace laserware for website maintenance
 - ii. Includes e-signature
 - Parents can sign online waiver so kids can have computer access
 - ii. Square capability for payments
 - iii. Ability to issue temporary library cards
 - iii. Can be worked into next years budget since budget is done for this year
 - d. Add to next months agenda to vote
- 3. Insurance Update
 - a. Cook & Kocher Insurance Group insurance increasing this year about \$200

IV. Unfinished Business

- 1. ILAAC Preliminary Reports
 - a. Amanda- lots of good, useful info; glad we went
 - i. Reducing barriers to access- issuing temporary cards
 - ii. Offering library cards to every student in the district (not covered by another library district). Would need a new policy but if passed it can be on the school registration page
 - iii. Fine free- efforts to reduce fines because they are a huge barrier.Policy needs to change at next policy meeting
 - *iv.* DVD's need to be two weeks like other materials, currently they are one week; another policy meeting issue
 - v. Strategic plan- last one was pre-covid; will need a strategic planning committee so it can go into effect fiscal year 2025
 - b. Nicole
 - i. Better connections with schools

- ii. Utilize board members more; branding, shirts (from tee-public?), so community members know who is on the library board and members can be "cheerleaders" for the library
- iii. Field trips for schools, pre-k and elementary could walk to the library

c. Dan-

- i. Metadata- local history catalogued as a special collection
- ii. Chatham library will change cassettes to CD/flash drive of our oral histories to preserve them; our cassettes are from the 1980's.
 Need to see costs from Chatham's library to move forward.
- iii. ILEAD trustee program is a portal explaining what responsibilities trustees have; can have someone come to a meeting possibly next year

2. Maternity leave plan update

- a. Possible crash course inservice so Nicole can learn payroll and other responsibilities and Amanda can teach her without the distractions of the library being open
- b. One day library closure 10/28
- c. Motion: moved by Dan Dixon to close the library 10/28 for an inservice day. Motion Carried

V. Treasurer's Report

- 1. Financial Reports
 - a. None

VI. Director's Report

- Facility
 - a. Library closed for homecoming September 20th
 - b. Library closed Monday, October 14 for Indigenous Peoples Day
 - c. Library will be closed November 8th for inservice to decorate for Christmas
 - d. Library will be closed November 11th for Veteran's Day

2. Staff

- a. ILA conference
 - i. Amanda, Nicole and Dan attended
- 3. Programming
 - a. Babies and Teens update
 - b. Storytimes, book clubs and passive programming
 - i. Baby story time has been going well
 - ii. Friday story time has been changed to 11am to increase attendance
 - iii. Book clubs are ongoing

- iv. Passive programming are ongoing, adding a collage station, Kaydence working on interactive end-caps; still trying to increase passive programming so that teens have more attendance
- c. Trunk or Treat and Witches Night Out
 - i. Events by Bewitching Botanicals; the library will be more involved this year
 - ii. Library provided space for psychic readings during Witches Night
 - iii. Will have a trunk at "trunk or treat"
- d. Banned Books Week "Freed Between the Lines" was September 22nd-28th
- e. Library Crawl started 10/1
 - i. We have popcorn treats for visitors "thanks for popping in!"
 - ii. Map with pins for where people traveled from
 - iii. Have had about 20 people from other libraries so far
 - iv. We have passports, lists of libraries and things to do in town

4. Fundraising

- a. We had our book sale!
 - i. Book sale was better this year (\$435), garage sale forms were about the same as past years
- 5. Long Range Plan Progress Report
- 6. Other

Motion: Moved by Lacy Strader to approve the Director's Report.

Motion carried.

VII. Committee Report

- 1. Budget/Finance Committee
- 2. Policy Committee
- 3. Building Maintenance Committee
- 4. District Expansion Committee
- 5. Ad Hoc Committee

VIII. Public Comment

IX. Announcements

- 1. Next meeting is November 19th, 2024
- X. Adjournment: Monica Garrett made a motion to adjourn the meeting at 9:01 pm. Motion carried.