

Meeting Minutes
Auburn Public Library District Board Meeting
October 17th, 2023
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 17th, 2023. The meeting convened at 7:13 pm. President Lacy Strader presiding, and Ashley Jarrett, secretary.

Roll call to establish quorum:

Board Attendees:

1. Lacy Strader: present
2. Monica Garrett: present
3. Ashley Jarrett: present
4. Jeffrey Stutsman: absent
5. Deb Burke: present
6. Dan Dixon: present

Staff:

Amanda Kendall, Library Director: present
Nicole Szymski, Librarian: present
Kaydence Lehman, Aide: present

I. Approval of minutes:

Motion: Moved by Lacy Strader to accept the minutes of the September 2023 meeting

Motion carried.

II. Consent Agenda

- a. Total circulation up from August; youth services saw a big increase (September up 314 compared to August)
- b. A/V is up down August
 - i. A/V up from 2022

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

Motion carried.

III. New Business

1. Adoption of the Tax Levy Ordinance (Ordinance 2023-02)

- a. Real estate tax one hundred forty-three thousand eight hundred and twenty-five dollars
 - b. Motion moved by Lacy Strader to adopt Ordinance 2023-02
 - i. Lacy Strader: yea
 - ii. Monica Garrett: yea
 - iii. Ashley Jarrett: yea
 - iv. Dan Dixon: yea
 - v. Deb Burke: yea
 - vi. Motion passed**
 - c. Certification of ordinance signed
 - d. Truth in Taxation Certificate of Compliance signed
 - i. Did not exceed a 5% increase over prior years extension, therefore notice and hearing were not necessary
2. Vote to approve FY 2023-2024 budget
- a. Motion moved by Dan Dixon to adopt the FY 2023-2024 Budget
 - i. Lacy Strader: yea
 - ii. Monica Garrett: yea
 - iii. Ashley Jarrett: yea
 - iv. Dan Dixon: yea
 - v. Deb Burke: yea
 - vi. Motion passed**
3. Transitioning to Auto-pay options when available for monthly bills
- a. Gas, water, internet are already auto-pay
 - b. Lacy Strader made a motion to automate all utility/monthly payments, where available
 - i. Lacy Strader: yea
 - ii. Monica Garrett: yea
 - iii. Ashley Jarrett: yea
 - iv. Dan Dixon: yea
 - v. Deb Burke: yea
 - vi. Motion passed**
4. Assessment/Insurance claim for roof damage
- a. Roof has hail damage
 - b. Insurance claim has been submitted and assessor has been out to look at the roof
 - i. Should only have to pay for deductible
 - ii. Do not have to bid out because insurance will cover it
 - iii. Does not include gutters
5. Meeting with Patrick from Cook & Kocher for Insurance renewal
- a. Deductible increases in November to \$2500
6. CPA update
- a. Staff changed at the Springfield office; employee who does payroll for us is no longer there
 - b. Scheduling meeting with Mr. Salahuddin about annual reports

IV. Unfinished Business

1. None

V. Treasurer's Report

1. Financial Reports
 - a. Nothing to report; budget was presented previously and voted on

VI. Director's Report

1. Facility
 - a. Bomb threat procedures reviewed
 - a. Several libraries up north received bomb threats recently
 - b. Narcan available at the library
 - a. One box in Amanda's office and one box in staff office
 - b. Narcan use was reviewed
 - c. Spring Memorial Garden Planted with bulbs; will landscape in spring
 - d. Closures
 - a. Library inservice day
 - i. Thursday November 9th
 - ii. Christmas decorating
 - b. November 10th for observance of Veteran's Day
 - c. November 23rd and 24th for Thanksgiving
 - e. We were closed for Indigenous Peoples Day and Homecoming Friday
 - f. Website issue
 - a. Being resolved
2. Staff
 - a. ILAAC 2023 in Springfield October 24-26
 - b. Thursday is Trustee Day
 - a. Dan will be attending!
 - c. Kaydence is available October 24th so the library will be open
 - d. TimeTree is being used for staff and program scheduling
 - e. Amanda will be on Vacation beginning October 30th and returning November 13th.
 - a. She will still come in for payroll and the inservice day
3. Programming
 - a. Banned book week
 - i. Book display with banned books
 - b. 4th Annual Library Crawl
 - i. all of October
 - ii. Map with pushpins to see where patrons are from
 - c. Trunk or Treat- Staff will be Bees and hand out candy and Pokemon cards
 - d. Author event with Books on the Square in Virden

- i. Cammie Corlas Quinn will have a book talk about her book “Follow the Wind Home” and Books on the Square will have copies for sale
 - ii. 10/28; same day as trunk or treat
 - iii. Previously reported as being Sly Fox but it is confirmed to be Books on the Square
 - e. Passive Programming
 - i. Question of the month
 - ii. Pumpkin Jack- he is getting really fuzzy
 - iii. How many seeds in the pumpkin
 - iv. Postcards for veterans- to Eastland, Auburn Rehab and other places around town
 - f. Holiday walk- Saturday after Thanksgiving (11/25); event by AAC
 - g. Story times and book clubs
 - i. Nicole is working on selections for the next six months of book clubs
 - ii. Story times on Fridays
 - iii. Santa Story Time and Pajama party December 1st
 - iv. Grinch Story Time December 15th
 - h. Kaydence and Nicole going to Eastland to do a craft and read to residents on 10/31
- 4. Fundraising
 - a. Fall City Wide Garage Sale and Book sale
 - i. \$343.53 from garage sale signups (includes square fees)
 - ii. \$219 in book sales
 - b. Book donations and Giving Tuesday
 - i. Donations from amazon wishlist received for Nicoles birthday
- 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
On Hiatus

VIII. Public Comment

IX. Closed Session

- a. Ashley Jarrett made a motion to adjourn to closed session at 8:28. Motion passed

X. Call back to Order

- a. The meeting convened at 8:39 pm. President Lacy Strader presiding, and Ashley Jarrett, secretary.

Roll call to establish quorum:

Board Attendees:

1. Lacy Strader: present
2. Monica Garrett: present
3. Ashley Jarrett: present
4. Jeffrey Stutsman: absent
5. Deb Burke: present
6. Dan Dixon: present

XI. New Business

- a. Report/determination from closed session
 - i. By law minimum wage will increase to \$14/hr January 1st, 2024
 - ii. This is a 7.7% raise
 - iii. It was determined that all staff would receive the same 7.7% raise
 - iv.

XII. Announcements

1. Next meeting is November 21st, 2023

XII. Adjournment: Lacy Strader made a motion to adjourn the meeting at 8:42 pm.
Motion carried.