



333 W Jefferson ■ Auburn, IL 62615
Phone (217) 438-6211 ■ Fax (217) 438-9317

AGENDA
Auburn Public Library District Board Meeting
August 16th 2022, 7 pm

Call to order, roll call of trustees to establish quorum, recognition of visitors

- I. Introduction to prospective new board member**
- II. Vote to accept or reject prospective new board member**
- III. Swearing in/Oath of office of new board member if applicable**
- IV. Adjournment**

Call to reconvene, roll call of trustees to establish quorum, recognition of visitors

- I. Review of minutes for acceptance**
 1. June 2022 Board Meeting minutes
- II. Consent Agenda**

Any items may be moved for discussion by board members or citizens present)

 1. Library statistics for June & July
- III. Unfinished Business**
 1. CPA transition update
 - a. The Library's account is being transferred to the Springfield office
 - b. Larry Travis believes this will help.
 2. HVAC Replacement Update
 - a. Installed
 - b. Funds transferred from Money Market account to Business Checking account
 3. Bank Signee update
- IV. New Business**
 1. Board Meeting and Closure Schedule FY 2022-2023
 2. Memorial book donations
 3. Contacted Phil Lenzini, our Lawyer
 - a. Large projects up to 50k are built into our ordinance
 - b. New prices and retaining his services



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c. New Fiscal Year B & A ordinance schedule

4. Schedule Budget Finance Committee Meeting
5. Per Capita Grant Award Letter
6. ILA Conference Registration has opened
 - a. October 18-20th
 - b. In Rosemont, IL
 - c. Theme: At the Heart of It
7. Vote on Personnel Policy Change - Definition of Part-Time Employee
 - a. Changing the definition of Part Time Employees from specifically averaging 20 hours a week to being defined as averaging under the full time definition of 35 hours.
 - b. Removing the definition of a janitorial employee and prospective hours, as this is no longer applicable.
8. Vote on Personnel Policy Change - Parental Leave
 - a. Changing the “Maternity or Paternity Leave” policy to “Parental Leave”
 - b. Changing the policy to include adoption and foster placement.
 - c. Changing the policy from time other than vacation or sick time may be approved by the Director to a leave of absence up to 6 weeks is available.
9. Debit/Credit Card Payment Options
 - a. ePay through the Illinois Treasurer
 - b. Square for Nonprofits

V. Treasurer’s Report

1. Financial Reports

VI. Director’s Report

- Facility
 - COVID Closure
 - HVAC update
 - AEC called due to short in the fire system
 - Snell Plumbing called
 - Bacon’s Pest Management price increase
 - Roof Quote
- Staff



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- Casey/Library Aide Position
- New Library Aide has been hired

- Programming
 - Summer Reading Update
 - Glow Night
 - Underwater Obstacle Course
 - Shark Event
 - Pirate Party
 - Storytimes
 - Book Club Updates
 - Reading & Movie Challenge Updates
 - New Book Rating System
 - Looking Ahead: Banned Books Week
 - September 18-24

- Fundraising
 - The Fall Book Sale will be September 22-24 to coincide with the citywide garage sale
 - The Chili Supper will be September 30th to coincide with the AHS Homecoming Game

- Long-Range Plan Progress Report

- Other
 - Schedule Budget & Finance Committee Meeting
 - IPLAR is due September 1st
 - We were closed for the 4th of July
 - We are looking forward to fall/holiday community outreach events
 - Trunk or Treat - October 29th
 - We're gunning to win this year, let us know if you have any theme ideas
 - Holiday Walk - November 26th
 - We will be hosting the Grinch himself
 - We will also be hosting both a Letters to Santa station and a Holiday Card for Overseas Military station

VII. Committee Reports

1. Budget/Finance Committee
2. Policy Committee
3. Building Maintenance Committee
4. District Expansion Committee



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- VIII. Public Comment**
- IX. Closed Session**
- XI. Adjournment**

Next meeting is September 20th, 2022