

Meeting Minutes
Auburn Public Library District Board Meeting
November 19th, 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 November 19th, 2024. The meeting convened at 7:24 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
7. Katie Horath: absent

Staff:

Amanda Kendall, Library Director: present

Nicole Szymiski, Librarian: present

Kaydence Lehman, Aide: absent

Visitors:

none

I. Approval of minutes:

Motion: Moved by Lacy Strader to accept the minutes of the October 2024 meeting

Motion carried.

II. Consent Agenda

- a. Circulation up from September
- b. Youth services increased from September but A/V and adult services were down
 - i. Youth services saw an increase in leveled readers!

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

Motion carried.

III. New Business

1. 2025 Housekeeping
 - a. Meeting Schedule- passed out
 - b. Phone Tree- passed out
 - c. Required Trainings
 - i. Yearly OMA and Sexual Harassment training (secretary of state) to be completed after January 1st by all board members
2. Early 2025 Planning
 - a. Maternity Leave timeline- tentatively set for December 16-February 3rd
 - b. Battery Saver Mode
 - i. No new programs introduced until after maternity leave; Kaydence will only be available in the evenings due to student teaching
 - ii. Nicole has been trained on payroll
 - iii. Per capita grant due 12/31, Amanda is trying to get it done before the baby comes
3. Art installation grant opportunity with the United Way
 - a. "Frames of Equity- Healing through Art" exhibition
 - b. Auburn Public Library will serve as a host providing the meeting room for two weeks for the exhibit and providing general oversight while at the library.
 - c. Sometime between February 1st and June 30th 2025, exact dates to be determined
 - d. Could be a good lead in for an art project/exhibit for kids similar to the tiny canvas project that hangs on the wall by circulation
4. Books for Ellie
 - a. Money has been donated to the library by the Great Aunt of Ellie, an Auburn child who passed away, to purchase children's books
 - b. \$150 for books for her brother Wyatt's age (currently 3); board books to picture books will be purchased in Ellie's honor
 - c. Per Dan, the grief parents of Springfield group might have good recommendations, though the books do not specifically need to be tailored to child grief/sibling loss.
5. Proposal for programming purchase
 - a. Nintendo switch, smart TV and mobile TV stand
 - i. Use for events such as Mario Day
 - ii. Movies
 - iii. Integrate videos/music into story times and other activities
 - iv. Summer Reading 2025 theme is Level UP
 - b. *Motion*: moved by Lacy Strader to use up to \$1,500 from donation savings for a TV, stand, Nintendo switch and accessories for programming in 2025 and beyond.
 - i. Lacy Strader: yay
 - ii. Monica Garrett: yay
 - iii. Ashley Jarrett: yay

- iv. Dan Dixon: yay
- v. Deb Burke: yay

Motion carried.

IV. Unfinished Business

1. Streamline Website System
 - a. \$120/month fee under memberships in the budget
 - b. *Motion:* moved by Dan Dixon to use funds from savings for Streamlines website builder and ADA compliance service.
 - i. Lacy Strader: yay
 - ii. Monica Garrett: yay
 - iii. Ashley Jarrett: yay
 - iv. Dan Dixon: yay
 - v. Deb Burke: yay
2. Insurance Update
 - a. Deductible for roof increased to \$2,500 +2%
 - b. Total renewal premium \$6,352

Motion carried.

V. Treasurer's Report

1. Financial Reports
 - a. None

VI. Director's Report

1. Facility
 - a. Men's room repairs
 - i. leak repaired in urinal gasket
2. Staff
 - a. Payroll training completed when library was closed for inservice
3. Programming
 - a. Upcoming holiday programing
 - i. Holiday Walk December 7th
 - ii. Grinch Story Time December 13th
 - iii. Santa PJ Story Time December 19th
 - iv. Happy Noon Year celebration 12/30
 - b. Routine Programing Updates
 - i. Adult book clubs done for next year
 - ii. Challenges almost completed, adult reading and movie challenges will restart January 1st
 - iii. Chess club will continue
 - iv. Calendar with events and story time themes monthly
 - v. After other projects are complete will work on J and YA book clubs in February and March
4. Fundraising

- a. Giving Tuesday2024- flyers available
 - b. Will schedule Spring book sale/garage sale at January or February meeting
5. Long Range Plan Progress Report
 6. Other

Motion: Moved by Monica Garrett 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. Adjournment

- a. **Lacy Strader made a motion to adjourn to closed session. Motion Passed.**
- b. **The meeting adjourned at 8:30 pm**

X. Closed Session

Call to order: A regular meeting of the Auburn Public Library District Board of Trustees was held in Auburn, IL, 62615, on November 19th, 2024. The meeting convened at 8:35 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
7. Katie Horath: absent

Staff:

Amanda Kendall, Library Director: present

Nicole Szymski, Librarian: present

Kaydence Lehman, Aide: absent

Visitors:

none

XI. Debrief from Closed Session

- a. Raises

- i. As required by law, Aide hourly wage will increase to \$15
 - ii. Since this is an increase of 7.14%, the same percentage increase will be given to the Director and Librarian
 - iii. 2025 Wages
 - 1. Amanda Kendall: \$43,190/yr
 - 2. Nicole Szymiski: \$18.89/hr
 - 3. Kaydence Lehman: \$15/hr
- b. Bonuses
- i. Director: \$150
 - ii. Librarian: \$100
 - iii. Aide: \$50

XII. Announcements

- 1. Next meeting is January 21st, 2025

X. Adjournment: Lacy Strader made a motion to adjourn the meeting at 8:37 pm.
Motion carried.