

Meeting Minutes
Auburn Public Library District Board Meeting
February 20th, 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 February 20th, 2024. The meeting convened at 7:21 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: present
5. Deb Burke: present
6. Dan Dixon: present

Staff:

Amanda Kendall, Library Director: present

Nicole Szymski, Librarian: present

Kaydence Lehman, Aide: absent

I. Approval of minutes:

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

Motion carried.

II. Consent Agenda

- a. Total circulation in December was down from November (1278 December vs 1361 for November)
- b. Total circulation for January up to 1338

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

Motion carried.

III. New Business

1. T-Mobile Hotspots
 - a. Library considering for patrons to check out similar to a book
 - b. Would need to be catalogued at IHLS

- c. Cost is \$30 per device per month
- d. Possibility for new fiscal year
- e. Concerns are spotty service for T-Mobile in the area
- f. Will ask community about interest, possibly on a spring survey
- 2. CDS Contract and New(ish) copier option
 - a. Lease payment and copies per month would stay the same and it would still be a 60 month lease but the leasing company would be FMV
 - b. Faster, newer printer with an extra tray for different sized paper
 - c. Will buy out old lease that has 5 more payments and the current copier would go back since the lease is up
 - d. *Motion:* Moved by Lacy Strader to accept the proposal from Angela Kirby for the new copier.
- Motion carried.**
- 3. Spring Book Sale Scheduling
 - a. Thursday thru Saturday April 25th, 26th and 27th
- 4. Committee Meeting Scheduling
 - a. Ad Hoc Committee to Plan the Community Leaders Forum
 - i. Figure out who the leaders in the community are and what services are offered so we can work together to better serve the community
 - ii. Members:
 - 1. Monica
 - 2. Dan
 - 3. Deb
 - 4. Nicole
 - 5. Amanda
 - iii. Meeting March 9th at 10 am
 - b. Budget and Finance Committee
 - i. Need to schedule a meeting at the next board meeting for the end of March
- 5. Statements of Economic Interest
 - a. Board members will receive an email from the county to fill out their statements that are coming due soon
- 6. Annual Report of Receipts and Disbursements
 - a. Unavailable at this time; see CPA update below
- 7. Annual Report to the Comptroller
 - a. Unavailable at this time; see CPA update below
- 8. Purchasing Storage Containers for Inservice Day February 26th
 - a. Need a storage solution for organizing the storage room
 - b. Will move \$500 from Landers Savings to use on totes/storage containers

IV. Unfinished Business

- 1. CPA update
 - a. Virden office is closed; Checks are not held at Springfield office
 - b. Christina from Springfield office is out on maternity leave

- c. The reports we have are incomplete but Jihad is working on it
- d. The library hasn't received or paid a bill to them since October
- e. May need to schedule a special meeting to approve annual reports when we receive them
- f. Considering switching to another accountant for payroll vendor payments

V. Treasurer's Report

- 1. Financial Reports
 - a. Incomplete; see above CPA update
- 2. Per capita Grant filed
- 3. Levy Filed

VI. Director's Report

- 1. Facility
 - a. Closures
 - a. November 23rd and 24th for Thanksgiving
 - b. December 25th for Christmas
 - c. January 1st for New Years Day
 - d. January 15th for MLK day
 - e. Closed twice for inclement weather
 - f. Will be closed Monday February 26th for inservice day
- 2. Staff
 - a. PTO Request from Amanda
 - a. April 8th-12th
 - b. *Motion:* Moved by Lacy Strader to approve Amanda's PTO request
Motion carried.
 - b. Library Baby Watch 2024- Casey due any day!
- 3. Programming
 - a. Great turnout for all programs (pictures provided)
 - a. Holiday Walk/Sugar Plum Fairies with cotton candy
 - b. Santa Story Time with Santa Ray; kids wore pajamas
 - c. The Grinch Story Time
 - b. Passive Programming
 - i. Question of the month
 - ii. "Guess how many candy hearts" question for valentines day
 - iii. Talk of bringing back kits
 - c. Story times and book clubs
 - i. Book club selections are out for the year
 - ii. Middle Grade Book Club will meet 4 times per year on Saturdays and the books are suggested for ages 9-12
 - iii. Story times on Fridays
 - d. Adult Reading and Movie Challenge live

- a. Reading challenge has 12 regions to pick and read a book in that setting
- b. Movie challenge is set up like a passport and encourages patrons to pick a movie based in a certain setting

4. Fundraising

5. Long Range Plan Progress Report

6. Other

1. HVAC belt was found to be faulty and a new one was ordered; we are not responsible for the cost of the new belt.

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

i.

IX. Announcements

1. Next meeting is March 19th, 2024
2. Will have 72 hours notice for a special meeting if needed for approval of the annual reports

X. Adjournment: Lacy Strader made a motion to adjourn the meeting at 8:23 pm.

Motion carried.