

**Meeting Minutes**  
**Auburn Public Library District Board Meeting**  
**November 21st, 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 November 21st, 2023. The meeting convened at 7:03 pm. President Lacy Strader presiding, and Ashley Jarrett, secretary.

**Roll call to establish quorum:**

**Board Attendees:**

1. Lacy Strader: present
2. Monica Garrett: absent
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 October 2023 meeting

**Motion carried.**

**II. Consent Agenda**

- a. Total circulation down from September but the average for the year is up from 2022
- b. Have had less opportunity to go to Eastland

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

**Motion carried.**

**III. New Business**

1. ILA Reports
  - a. Dan Dixon- Trustee
    - i. [iLeadtrustee.org](http://Leadtrustee.org) website bookmark passed out

1. Website has FAQs and web resources for trustees
    - ii. Trustee day was interesting and enjoyable
  - b. Nicole Szymiski- Librarian
    - i. Attended sessions and learned about expanding passive programming, benefits of becoming a cataloger and benefits of collaboration
  - c. Amanda Kendal- Director
    - i. Attended sessions about cultivating relationships with the community and collaborations, community outreach, branding (new logo!)
    - ii. New program ideas, including long term programs, such as one book, one community
    - iii. Financial and fundraising information
2. IHLS Delivery/Security Incident
  - a. Delivery driver left keys in library and the library was unlocked and accessible to the community without staff present; multiple people were in the library while it was closed who notified the police who then notified Nicole
  - b. This is the third time the door has been left unlocked by a delivery driver and the second time keys were left in the door
    - i. As a result, IHLS cannot have our keys anymore so someone needs to be here while they drop off books but this is not a permanent solution
    - ii. IHLS will incur some or all of the costs of a new lock solution
3. Mail incident
  - a. Library mail was found in a dead mailbox on Monroe in Auburn; the property owner brought our mail to the library but she does not live in the state anymore
  - b. Trying to automate all bills so this doesn't continue to happen

#### **IV. Unfinished Business**

1. Roof
  - a. Replaced Monday, November 13th
  - b. Some additional damage found and repaired
  - c. Vote to approve non-insurance covered roof repair costs
    - i. Motion moved by Dan Dixon to approve the roof repair costs not covered by the insurance claim
      - i. Lacy Strader: yay
      - ii. Ashley Jarrett: yay
      - iii. Jeffrey Stutsman: yay
      - iv. Dan Dixon: yay
      - v. Deb Burke: yay
    - ii. Motion carried

#### **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. 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
- d. December 25th for Christmas
- e. January 1st for New Years Day
- f. January 15th for MLK day

#### **b. Review of inclement weather policy**

- a. If Auburn school district closes the library will close
- b. If it is unsafe for staff to travel to the library the library will close

### **2. Staff**

- a. ILAAC 2023 in Springfield October 24-26
- b. Amanda was on Vacation beginning October 30th and returning November 13th
- c. Nicole will be taking vacation time at the end of the year

### **3. Programming**

- a. 4th Annual Library Crawl
  - i. all of October
  - ii. Map with pushpins to see where patrons are from
- b. Trunk or Treat cancelled due to inclement weather
- c. Author event with Books on the Square in Virden
  - i. Cammie Corlas Quinn had a book talk about her book "Follow the Wind Home"
- d. Passive Programming
  - i. Question of the month
  - ii. Pumpkin Jack- will try again next year and add dirt
  - iii. How many seeds in the pumpkin- winning guess was 600, actual number was 597; patron won a \$25 gift card
  - iv. Postcards for veterans- to Eastland, Auburn Rehab and other places around town
- e. Holiday walk- Saturday after Thanksgiving (11/25); event by AAC
- f. 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

- v. Talk of adding a middle grade book club that would meet quarterly
- vi. Have school librarian come in

- 4. Fundraising
  - a. Giving Tuesday- fliers passed out at holiday walk
- 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**

- i.

**IX. Announcements**

- 1. Next meeting is January 16th, 2024

**X. Adjournment:** Lacy Strader made a motion to adjourn the meeting at 8:03 pm.

**Motion carried.**