



## Auburn Public Library District

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### Meeting Minutes Auburn Public Library District Board Meeting February 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 February 21st, 2023. The meeting convened at 7:36 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. Shirley Deheve: absent
6. Dan Dixon: present

**Staff:**

Amanda Kendall, Library Director  
Nicole Szymiski, Librarian

**I. Approval of minutes:**

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

**Motion carried.**

**II. Consent Agenda**

- a. Circulation up across the board

*Motion:* Moved by Monica Garrett that the Consent Agenda be approved.

**Motion carried.**

### **III. Unfinished Business**

1. Election
  - a. Ballot of proof submitted; nobody ran for election
  - b. Dan will have to be re-appointed after the April 2023 election for the remaining two years of this term
2. Annual Statement of Receipts and Disbursements
  - a. Vote
    - i. Lacy Strader made a motion to approve the Annual Statement of Receipts and Disbursements
      1. Lacy Strader: yay
      2. Monica Garrett: yay
      3. Ashley Jarrett: yay
      4. Jeffrey Stutsman: yay
      5. Dan Dixon: yay

**Motion carried.**

- b. A time was scheduled to notarize the 3/5ths majority
3. Annual Financial Report
  - a. Completed by the new CPA
  - b. Vote
    - i. Monica made a motion to approve the Annual Financial Report
      1. Lacy Strader: yay
      2. Monica Garrett: yay
      3. Ashley Jarrett: yay
      4. Jeffrey Stutsman: yay
      5. Dan Dixon: yay

**Motion carried.**

- c. A time was scheduled to notarize and send to Auburn Citizen for publication
4. Square terminal update- confirming Amanda's identity
5. PPRT update- still have not received funds

### **IV. New Business**

1. Fence
  - a. Porter's replaced the fence around the dumpster with treated wood and it looks great. This is the same company that does snow removal and bush maintenance.
2. Roof Damage
  - a. The roof was damaged in the corner above the fence with the last wind storm and needs fixed prior to the roof replacement
  - b. Porter will bid
3. eRate approved for internet

4. ILLNET (interlibrary loan) and Annual Certification is due by March 31st.  
Amanda is working on this.
5. Potential bill pay and direct deposit via new CPA
  - a. Offering direct deposit at no cost to help establish relationship
  - b. Amanda will get a quote from the CPA about the cost for web portal for bill pay

## **V. Treasurer's Report**

1. Financial reports- halfway thru fiscal year
  - a. Real estate tax is on track
  - b. Donations income needs modified because of the large memorial donation
  - c. Non resident fee and fines/fees are both lower

## **VI. Director's Report**

1. Facility
  - a. The Per Capita Grant Equalization Grant was submitted
  - b. Closed February 20th for Presidents Day
  - c. Succulent display created by Nicole
  - d. Pillar mural of Bluey painted by Casey
  - e. Thank you note from first grade classroom displayed
2. Staff
  - a. Professional development
    - i. January 18- Level Up Book Displays
    - ii. January 24th- De-escalation part 1
    - iii. February 28th- De-escalation part 2
  - b. FOIA and Sexual Harassment training for staff scheduled
3. Programming
  - a. Wrapped up Adult Reading/Movie Challenges for 2022
    - i. Visa gift card prizes awarded
  - b. Adult Reading Challenge and Movie challenge prompts are out for 2023
  - c. Book club lineup for the first half of 2023 is available
  - d. Almost butterfly time!
4. Fundraising
  - a. City Wide Garage Sale is no longer being advertised by AAC
    - i. The library will take over the advertising and also advertise for a pancake breakfast on the same weekend
    - ii. Garage Sales will be advertised 4/20-4/22
    - iii. Pancake breakfast at the community center will be 4/22
5. Long Range Plan Progress Report
6. Other

- a. Unusual mail incident report
  - i. The library received a manifesto post marked from Jacksonville Florida. While no threats were made, the police were involved so the incident is on record.

*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**

None

**IX. Closed Session**

**X. Call back to Order**

**XI. Announcements**

- 1. Next meeting is March 21st, 2023

**XI. Adjournment:** Ashley Jarrett made a motion to adjourn the meeting at 8:38 pm.  
**Motion carried.**