

**Meeting Minutes**  
**Auburn Public Library District Board Meeting**  
**April 18th, 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 April 18th, 2023. The meeting convened at 7:07 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

**Visitors:**

Ryan Franklin  
Deb Burke

**I. Approval of minutes:**

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

**Motion carried.**

**II. Consent Agenda**

- a. Total circulation up 195 from February; all areas saw an increase for March

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

**Motion carried.**

**III. New Business**

1. Ryan Franklin from Illinois State Library to discuss fundraising avenues

- a. Need a clear objective or project
    - i. People need to want the outcome
  - b. It takes money to raise money
  - c. Grants are a great way to get funds
    - i. Sell your story in the grant, more information is better; use background and real examples in the budget
      - 1. Target audience and project
      - 2. Why you need the money (“we need this because...”)
      - 3. Who oversees the project
      - 4. Budget
        - a. Use estimates in grant if possible
        - b. Pictures and receipts
      - 5. Live and learn construction grant in September
        - a. ADA compliance grant- no match required
        - b. Mini grant
          - i. No match required; can be used for any project
    - ii. Grants do not have to come from traditional library sources; can look other places
  - d. State Library has a 501 C3 the library can borrow for non-profit reasons
  - e. Donors Choose is better than a go fund me
    - i. Donors Choose is for 501c3 non profits and only take about 2%
  - f. Square terminal
    - i. For donations or fines
    - ii. Fewer fees than other electronic payments possibly
  - g. Library director shouldn’t be the fundraiser; cannot run the library and do all fundraising activities
  - h. Can request a license for a 50/50 event
    - i. Raffle permit since it’s gambling
    - ii. Limit to how much can be won without reporting as income to IRS
  - i. Fundraising money should not go into a general fund
    - i. Fundraising should be a separate account
    - ii. Fundraising money should be transferred to general fund to then be spent
    - iii. Can have multiple funds
      - 1. Use for different projects
2. Introduction of Deb Burke
- a. Would like to be considered for an open trustee position
  - b. Current board members will vote on this at the next meeting along with Dan Dixon’s position
3. National Library Week
- a. 4/23-4/29
  - b. Challenged books of 2022 are released on 4/24 Right to Read day
  - c. Brings awareness to library services
  - d. Urge Congress to fund libraries

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

1. Discussion with Jason Garrett and Auburn Chief of Police about the police station fence and library parking lot
  1. Shouldn't be an issue to accommodate the library with one way traffic flow so patrons and employees maintain access to the library parking lot and handicapped accessible parking spots
  2. They can maintain access to our lot as a thoroughfare
  
2. PPRT Update
  1. Amanda called their lawyer and received no response
  2. Don't believe they have to pay the money and won't until they're forced
  3. Possibly publish letter in the paper so the community knows the city is withholding money from the library
  4. Library's lawyer needs to be involved

*Motion:* Moved by Dan Dixon to have the library's lawyer contact the city about the PPRT issue

#### **Motion carried.**

3. Roof update
  - a. Amanda has asked Porter's for a detailed estimate and reached out to another company for an updated estimate of the one received last year.
4. Scheduling Committee Meetings
  - a. Budget 5/13 at 10 am (Monica, Deb, Lacy, Amanda, Jeffrey)
  - b. Policy 6/3 at 10 am (Jeffrey, Lacy, Dan, Nicole, Amanda, Monica)

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

1. We have not yet received statements to present but this is typical this time of year.
2. New CPA is preparing a quote for the direct bill pay system

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

1. Facility
  - a. Library closed April 7th and 8th for the Easter holiday
  - b. AEC inspected our fire alarms and extinguishers
  
2. Staff
  - a. Professional development
    - i. April 4th- Mental Health and Wellness for Library Workers attended
  - b. FOIA and Sexual Harassment training ongoing

3. Programming
  - a. Caterpillars are here!
    - i. Pictures shown
  - b. Nicole has been getting a start on Summer Reading 2023!
  - c. Book clubs are ongoing
4. Fundraising
  - a. City Wide Garage Sale
    - i. Good feedback from community about taking this over
    - ii. Garage Sales will be advertised 4/20-4/22
      1. Form will be available online
      2. \$15 fee to cover printing and advertising
        - a. More profitable than chili suppers
    - iii. Pancake breakfast cancelled, Legion did theirs last weekend
    - iv. Book sale coincides with garage sales
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**

## **IX. Closed Session**

## **X. Call back to Order**

## **XI. Announcements**

1. Next meeting is May 16th, 2023

## **XI. Adjournment:** Lacy Strader made a motion to adjourn the meeting at 9:18 pm.

**Motion carried.**