

Meeting Minutes
Auburn Public Library District Board Meeting
July 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 July 18th, 2023. The meeting convened at 7:22 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 Szymiski, Librarian: present

I. Approval of minutes:

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

Motion carried.

II. Consent Agenda

- a. Total circulation up from May
- b. A/V down a bit from May, there were several days without power

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

Motion carried.

III. New Business

1. HVAC System was broken as a result of power surges
 - a. Put in last July
 - b. Still under warranty
 - c. Repaired by Ace at no cost
2. Security Cameras repaired

- a. Motherboard was fried
 - b. Replaced next day by Kaydence's dad
 - c. Only records movement/action
 - d. Notifications can go to Amanda's phone
3. Schedule Fall Garage Sale
- a. September 21-23
 - b. AAC was same week previously
 - c. Will be announced in paper
4. FOIA request received
- a. A company wanted our last two electric and gas bills and contract with the companies
5. Lazerware library luncheon
- a. Held in Mt. Vernon, attended by Amanda
 - b. Support for Windows 10 is ending
 - c. Will vote on a quote for updating computers at a later date
 - d. Card catalog computer needs to be updated
6. Out of District Fee
- a. *Motion:* moved by Dan Dixon to keep the non-resident fee at \$67 per family
 - i. Lacy Strader: yea
 - ii. Monica Garrett: yea
 - iii. Ashley Jarrett: yea
 - iv. Jeffrey Stutsman: yea
 - v. Dan Dixon: yea
 - vi. Deb Burke: yea
 - b. Motion Carried**

IV. Unfinished Business

1. New Policy Vote: paid time off
- a. *Motion:* moved by Lacy Strader to approve the Paid Time Off policy, as suggested by the Policy Committee, in compliance with the Paid Leave for All Workers act.
 - b. Motion Carried**
2. New Policy Vote: Square terminal usage
- a. \$5 minimum for debit/credit through square
 - b. If fees are less than \$5 and patrons still prefer debit/credit, the remaining amount can be credited to their Library Card account to utilize at a later date
 - c. *Motion:* Lacy Strader made a motion to approve the Square Terminal Usage policy as suggested by the Policy Committee
 - d. Motion Carried**
3. Banking Update

- a. Online banking
- b. New savings account
 - i. Donations
 - ii. Fundraising
- c. Business Money Market Account
 - i. Had to move money in and out of savings and money market accounts once a year
- d. CPA transition is complete
- e. Direct deposit can start
- 4. Reminder of Committee Meetings Scheduled
 - a. Policy Committee: July 22nd at 10 am
 - b. Budget Committee: July 22nd at 11 am

V. Treasurer's Report

- 1. Financial Reports
 - a. Isaac was impacted by the extended power outage in Springfield which has caused our monthly statement to be delayed but it should be ready for the budget meeting 7/22
- 2. PPRT update
 - a. City/Council will be getting a letter from our lawyer about funds we are due
 - b. Council members have been information about what the library should get through PPRT

VI. Director's Report

- 1. Facility
 - a. Closed July 4th for Independence Day
 - b. Closed multiple days during the storm outages but staff continued to work
 - c. Lazerware library luncheon
 - d. New READ sign painted by Nicole
 - e. Casey made decorations hanging from ceiling
 - f. Kaydence refreshed the 1,000 books before kindergarten and made the tea affirmations
 - g. Library will be closed for in-service (per policy) August 25th
- 2. Staff
 - a. Amanda was on vacation
 - b. Kudos to Nicole, Casey and Kaydence for holding down the fort
 - c. Refresher on patron privacy policies
 - i. An email was sent for summer reading without BCC so patron email addresses were shared accidentally
- 3. Programming
 - a. Summer Reading! Lots of activities, including

- i. Dance painting
 - ii. Golf course
 - iii. Rock painting
 - iv. Button making
 - v. Art gallery is now hanging on the wall, more mini canvases will be added as patrons return them from summer reading
 - b. Library staff will be painting faces at the Last Call Before Fall picnic hosted by AAC
 - c. Sending birthday postcards to kids from summer reading form
4. Fundraising
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- 7/22
2. Policy Committee- square policy and paid time off policy both discussed and voted on previously.
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 August 15th, 2023

XII. Adjournment: Lacy Strader made a motion to adjourn the meeting at 8:40 pm.

Motion carried.