

Meeting Minutes
Auburn Public Library District Board Meeting
March 19th, 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 March 19th, 2024. The meeting convened at 7:09 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 (late at 7:21)
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 February 2024 meeting

Motion carried.

II. Consent Agenda

- a. Total circulation in February was up from January by 46
- b. February saw an increase in adult audiobooks

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

Motion carried.

III. New Business

1. National Library Week
 - a. April 7th-13th
 - i. April 8th- Right to Read Day
 1. A national day of action in support of the right to read

2. Top 10 most challenged books of 2023 released
 - ii. April 9th- National Library Workers Day
 - iii. April 10th- National Library Outreach Day
 - iv. April 11th- Take Action for Libraries Day
- b. Ready, Set, Library theme

IV. Unfinished Business

1. CPA update
 - a. Amanda is reaching out to CPA's to take over next fiscal year
 - b. Still have not received Annual Report of Receipts and Disbursements
 - a. Waiting on CPA
 - c. Have recently received the Annual Report to Comptroller but is not yet submitted
2. Legal letter sent to the City of Auburn regarding PPRT
 - a. Sent from Phil Lenzini, the library's lawyer, including info that Amanda had previously provided to the city
 - b. Stated that the library would not pursue interest on the payment owed if it was paid expeditiously. Currently the city's lawyers reviewing it.
3. ILLNET/Annual Certification is in progress. Amanda is working on it thru the state library
4. Board members were reminded that their Statements of Economic Interest would be due soon and should've been received in an email
5. Committee Meeting Scheduling
 - a. budget and finance committee will meet once we get reports and information from the CPA
 - b. Policy Committee is usually paired with the budget committee so it will be scheduled when the budget and finance is scheduled.
6. PTO request from Amanda for April 15th
 - a. *Motion:* Moved by Lacy Strader to approve Amanda's PTO request
Motion carried.

V. Treasurer's Report

1. Financial Reports
 - a. Incomplete; see above CPA update

VI. Director's Report

1. Facility
 - a. Electricity Provider agreement
 - a. Ted Bailey of Homefield Energy (Ameren) is our only choice for electricity; signed a continuation of existing contract but decreased from a 3 year contract to a 1 year contract; there was a price increase but there are no other options for electricity service
 - b. Inservice Day recap
 - a. Spent less than allotted amount on storage supplies

- b. Cleaned study room and organized
 - c. Patrons have been using the study room
 - c. Front door lock and IHLS delivery
 - a. A new lock was installed so that IHLS has their own key and if the door is left unlocked the library would still be secure and access would only be available to the vestibule. The door to enter the library would stay locked unless we open it.
 - d. Library will be closed March 29th and 30th (Good Friday and Easter Saturday)
 - e. HVAC update
 - a. Belt was replaced
 - b. Motor will be replaced because a rodent chewed thru the wiring but it is still under warranty
 - c. Ace Mechanical also looked at the plumbing and concluded the mechanism on one toilet needs to be replaced to prevent having to flush it twice
 - f. Rainbow display is back!
 - g. Creepy caller incident recap
 - a. A man was calling libraries and being inappropriate; had been talked about on the library listserv so Amanda was aware of the potential for this to happen
 - h. New barcode stickers have been ordered
- 2. Staff
 - a. Congratulations Casey! Baby pic provided
 - b. Nicole on Vacation March 28th-April 5th
 - c. Amanda on Vacation April 8th-12th plus April 15 (will come do payroll)
- 3. Programming
 - a. March Madness Book Tournament is ongoing
 - b. Passive Programming
 - i. Question of the month
 - ii. "Guess how many" jars
 - c. Story times and book clubs
 - i. Middle Grade Book Club will meet 4 times per year on Saturdays and the books are suggested for ages 9-12; first meeting was Saturday March 16th
 - d. Summer Reading planning is underway
 - a. Will start mid June
 - b. "Adventure Begins in the Library" theme
 - c. Running 6 weeks instead of 8 this year
 - d. Wilderness/Jungle/Ocean/Space and Time/Archeology and Spy
 - e. Smokey the Bear's 80th birthday information distributed and celebrated with camping week

- f. Eclipse glasses received from Adler Planetarium and will be free closer to eclipse time
 - g. Butterflies are coming! Will ship on April 15th, four jars of painted ladies
- 4. Fundraising
 - 1. City wide garage sale and book sale will be April 25th-27th
 - 5. Long Range Plan Progress Report
 - 6. Other
 - 1. Pics of board members for library week
 - 2. Dan provided info on kits that can be checked out from the State Library to libraries (including school libraries) to do an event. Specifically discussed were solar kits but Dan said that other kits would be catalogued and available soon.

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
- 5. Ad Hoc Committee to plan community leaders forum held their first meeting to discuss the plan and purpose of the forum and brainstorm ideas and people to invite. Minutes provided.

VIII. Public Comment

i.

IX. Announcements

- 1. Next meeting is April 16th, 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 8:32 pm.

Motion carried.