



338 West Jefferson ■ Auburn, Illinois 62615
Phone: (217) 438-6211 ■ Fax: (217) 438-9317

Minutes of the Auburn Public Library District Board Meeting Meeting Date: January 17th, 2023

Call to order: A regular meeting of the Auburn Public Library District Board of Trustees was held in Auburn, IL, 62615, on January 17th, 2023. The meeting convened at 7:17 pm. President Lacy Strader presiding, and Ashley Jarrett, secretary.

Roll call to establish quorum:

Board Attendees:

1. Shirley Deheve: absent
2. Lacy Strader: present
3. Jeffrey Stutsman: present
4. Monica Garrett: present
5. Ashley Jarrett: present
6. Dan Dixon: absent

Staff:

Amanda Kendall, Library Director
Nicole Szynski, Librarian

I. Approval of minutes:

Motion: Moved by Lacy Strader to accept the minutes of the November 2022 meeting

Motion carried.

II. Consent Agenda

a. Circulation

- i. Up for November
- ii. Down for December; this is expected with the holidays as there is always decreased circulation this time of year

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

Motion carried.

III. Unfinished Business

1. Election



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- a. Certificate of Ballot
- b. Jeffrey and Dan need to run in the election or be reappointed to their positions
2. Levy has been filed with the county
3. Scheduling of committee meetings
 - a. Budget- Lacy, Monica and Jeffrey before February meeting
 - b. Policy- Lacy, Monica and Jeffrey
 - i. Need to put policy in place for the Square for non-profit that includes a five dollar minimum to use the service
4. PPRT matter with the City of Auburn
 - a. Andrew Jarmer and Greg Moredock are researching the issue and believe it will be resolved quickly
5. CPA update
 - a. Incident December 29th
 - i. Last years annual report was not submitted by the CPA
 - ii. Amanda was able to submit the annual report from last year and get an extension on the annual report that was due 12/31
 - b. Isaana Tax and Accounting LLC has acquired Lawrence Travis and Co
 - i. President Jihad Salahuddin
 - ii. Working on W2's
 - iii. Possibility of switching to direct deposit and sending Amanda information on this

IV. New Business

1. Legacy Donation
 - a. Ms. Dolores Landers passed away in 2021 at the age of 88. She was kind enough to have remembered several Auburn community resources in her will and generously left the library a monetary donation
 - b. The budget committee will meet to discuss use of the funds
2. Annual Statements for Receipts and Disbursements
 - a. Receipts and Disbursements not done by former CPA is being worked on with the County Clerk and Mr. Salahuddin has the previous document to work off of to get it submitted
3. Annual Financial Report
 - a. Income
 - i. PPRT is still being worked out



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- ii. Monetary donation from Ms. Landers is not included
 - b. Expenses
 - i. Supply chain issues have affected the ability to obtain books
 - ii. Continuing education was used up with ILA
 - iii. Programming expenses are mostly used in summer
 - iv. Lazerware has seen an increase in prices
 - 4. Sexual Harassment and FOIA/OMA training
 - a. FOIA training
 - i. Amanda and Lacy (FOIA officers)
 - ii. Anyone who joins the board or staff
 - b. OMA training
 - i. Amanda and ALL board members
 - c. Sexual Harassment Training
 - i. All staff and board members
- V. Treasurer's Report**
- 1. Financial reports
 - a. No concerns except those mentioned above
- VI. Director's Report**
- 1. Facility
 - a. Closed December 22nd and 23rd for inclement weather
 - b. Closed December 24th and 31st for holidays
 - c. Closed January 16th for MLK Day
 - d. Per Capita Grant application and report are due January 30th
 - i. Amanda is working on these
 - 2. Staff
 - a. Staff vacation time
 - i. Vacation time was taken by both Amanda and Nicole at the end of the year
 - ii. Nicole may be eligible for more vacation days due to length of employment
 - b. Aide scheduling changes
 - i. Casey is now coming in Mondays and Tuesdays regularly
 - ii. Caydence will still work Wednesday, Friday and Saturday
 - c. Upcoming Professional Development
 - i. January 18- Level Up Book Displays
 - ii. January 24th- De-escalation pt 1
 - iii. February 28th- De-escalation pt 2
 - 3. Programming



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- a. Wrapped up Adult Reading/Movie Challenges for 2022
 - b. Adult Reading Challenge and Movie challenge prompts are out for 2023
 - c. Grinch event with AAC was November 26th
 - i. Pictures were provided; kids enjoyed having Mr. Grinch
 - d. Santa and Mrs. Claus story time was December 9th
 - i. Santa Ray and Mrs. Claus volunteered their time for the library for this event and filmed a Facebook message for the kids that couldn't make it
 - ii. Many kids missed out due to illness
 - e. Book club lineup for the first half of 2023 is available
4. Fundraising
- a. Giving Tuesday 2022
 - i. The library received 35 books!
 - b. City Wide Garage Sale is no longer being advertised by AAC
 - i. The library could take over the advertising and also advertise for a pancake breakfast on the same weekend
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

None

IX. Closed Session

X. Call back to Order



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XI. Announcements

1. Next meeting is February 21st, 2023

XI. Adjournment: Lacy Strader made a motion to adjourn the meeting at 8:33 pm.
Motion carried.