

**ALLERTON PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
January 8, 2025**

The Allerton Public Library District Library Board of Trustees met on Wednesday, January 8, 2025. President Sue Gortner called the meeting to order at 4:00pm.

ROLL CALL

Present: Sue Gortner, Sue Lochbaum, Beth Manuel, Jeff Clodfelter, Mike Harris
Absent: Lynn Richardson, Ellie Tracy
Also in attendance: Sherry Waldrep, Brooke Voss, Maggie Woodham (and daughter)

PRESIDENT'S REPORT

Sue Gortner offered a thank you to everyone on staff and the volunteers who helped with the barcoding project.

SECRETARY'S REPORT (approval of minutes)

Beth Manuel mentioned that the adult activity packets should be listed as 100 in the Director's report section of the minutes instead of 20. Beth Manuel moved to approve the December 11, 2024 minutes as corrected. Seconded by Sue Gortner. Motion carried.

AYES: Sue Gortner, Sue Lochbaum, Beth Manuel, Jeff Clodfelter, Mike Harris

NAYS: 0

ABSTAIN: 0

CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS

Brooke Voss and Maggie Woodham spoke to the trustees regarding the possibility of establishing an IGA between the library and the school so that all kids have access to the library. They hope this is something that the board would consider. Would like to have an IGA established before the summer. They would like to foster a relationship - bring out classes to learn more about the library. The school boundaries cover other library areas such as Goose Creek and Willow Branch. Ms. Voss would be willing to notify parents they can get a card at their home library to use at Allerton Public Library. Gortner suggested that we have a trial year - getting kids a card for a year until we can figure out if there is another avenue.

FINANCIAL REPORT (approval of Bills Payable)

Beth Manuel provided the financial report. There are three CD's coming due that she will renew. Sue Lochbaum moved to approve and pay the bills. Seconded by Mike Harris. Motion carried.

AYES: Sue Gortner, Sue Lochbaum, Beth Manuel, Jeff Clodfelter, Mike Harris

NAYS: 0

ABSTAIN: 0

DIRECTOR'S REPORT

PROGRAMS FROM LAST MONTH:

In person programs: 23

Adult Bingo – 8

Lap time – 21 (12 kids, 9 adults)

Playtime – 34 (20 kids, 14 adults)

Kids Builder Club – 35

Teen/Tween D&D – 10

Crafternoon - 4

Story time – 30 (20 kids, 10 adults)

Super Saturday: Ornament Making - 38

Knit & Crochet Circle – 1

BYOB Book Group – 10

Read/Watch/Discuss - 5

Virtual events: 2

ILP - 9

Passive programs: 6

Adult Activity Packets-100; Adult Try Something Kit-30; Adult Take and Make-24; Kids Take and Make-30; Teen Take and Make-30; Winter Break Activity Pack-26

OTHER ITEMS:

Programming: The Winter Reading Program has started, goes until the end of February. Almost all winter/spring programs are set. Beginning to plan for the summer reading program.

Administrative: Finished the Barcoding Project on December 30th. We will still need to barcode items that have been out of the library for the past three months as well as place protective labels on top of the labels previously done. Plan to set aside those books that need to be barcoded and request another machine. Opening up an account at Ingram Library Services as another option for book ordering. Attended Zoom session on Outreach Strategies.

Building: Cancelled the Allied Mechanical maintenance proposal due to lack of response. Met with sales rep from Mattex and signed a new maintenance agreement for approximately the same annual cost. Fall maintenance was just completed. One of the units needs a new heat exchanger, three units need new capacitors.

Technology updates: Technology plan has been updated. Working with Emily regarding the pdf's on the website. Either removing them because they aren't being used (all were carried over from the previous website) or updating them to be accessible according to the new WCAG2 standards.

Community relations: Attended the Sangamon CEO Mentor/Mentee meeting as well as the CEO Class Business event in December.

Staff: Distributed holiday gifts to staff.

COMMITTEE REPORTS

Financial Committee (Manuel, Richardson, Lochbaum) -none

Personnel Committee (Gortner & Manuel) - none

Policy Committee (Lochbaum & Tracy) - none

Buildings & Grounds Committee (Clodfelter, Harris, Gortner) - none

UNFINISHED BUSINESS

None

NEW BUSINESS

None

OTHER

Based on the information presented by the school representatives about library cards for Monticello students, the topic will be on the agenda for next month.

ADJOURNMENT

Jeff Clodfelter moved to adjourn the meeting at 5:30pm. Seconded by Mike Harris. The next scheduled Board of Trustees meeting will be held on February 12, 2025 at 4:00pm.

Respectfully submitted – Sherry Waldrep, Acting Secretary