

**ALLERTON PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES  
October 9, 2024**

The Allerton Public Library District Library Board of Trustees met on Wednesday, October 9, 2024. President Sue Gortner called the meeting to order at 4:02pm.

**ROLL CALL**

Present: Sue Gortner, Sue Lochbaum, Beth Manuel, Jeff Clodfelter, Ellie Tracy, Lynn Richardson, Mike Harris

Absent: none

Also in attendance: Sherry Waldrep

**PRESIDENT'S REPORT** - Nothing to report

**SECRETARY'S REPORT** (approval of minutes)

Beth Manuel noted a spelling error in the Director's report. The word facets should be faucets. Sue Gortner moved to approve September 11, 2024 minutes as amended. Seconded by Lynn Richardson. Motion carried.

AYES: Sue Gortner, Sue Lochbaum, Beth Manuel, Jeff Clodfelter, Ellie Tracy, Lynn Richardson, Mike Harris

NAYS: 0

ABSTAIN: 0

**CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS**

Director Waldrep received an email from the community member who noticed that the stop sign was installed. She was the one who had requested the library consider doing so. She thanked the library and the Board.

**FINANCIAL REPORT** (approval of Bills Payable)

Beth Manuel provided the financial report. The new GLF CD for \$300,000 is established and matures on 1/13/25.

Sue Lochbaum moved to approve and pay the bills. Seconded by Ellie Tracy. Motion carried.

AYES: Sue Gortner, Sue Lochbaum, Beth Manuel, Jeff Clodfelter, Ellie Tracy, Lynn Richardson, Mike Harris

NAYS: 0

ABSTAIN: 0

Sue Gortner moved to take \$50,000 from the General Library Fund and move to it the Special Reserve Fund per the 2024/2025 Budget and Appropriation. Seconded by Mike Harris. Motion carried.

AYES: Sue Gortner, Sue Lochbaum, Beth Manuel, Jeff Clodfelter, Ellie Tracy, Lynn Richardson, Mike Harris

NAYS: 0

ABSTAIN: 0

## **DIRECTOR'S REPORT**

**STATISTICS:** see spreadsheet.

### **PROGRAMS FROM LAST MONTH:**

#### In person programs:

Adult Bingo – 12	Story time – 75 (46 kids, 29 adults)	Kids Slime Lab - 63
Lap time – 37 (18 kids, 19 adults)	Playtime – 72 (40 kids, 32 adults)	Read to Dogs – 28
Knit & Crochet Circle – 6	Cookbook Group - 4	Pawpaw Program – 25
Teen/Tween Dungeons & Dragons – 7	Teen/Tween Book Club – 0	Early Hang Out – 14
Mail in 1800s – 10	BYOB Book Club – 7	ICash – 6
Crafternoon – 3	Home School Info – 7	
Driver's License Renewal – 13	Non-fiction book group – 6	

Virtual events: None

#### Passive programs:

Adult Activity Packets – 80                      Kids, Teens, Adults Take and Makes -130

### **OTHER ITEMS:**

Fall programs are going strong. Spring programs are starting to be scheduled.

Barcode scanners have arrived at the library – we will have them for a month. A system has been set up and staff are currently duplicate barcoding the books that are being returned in the tubs and book drops. Compiling the annual disbursements report (the one published in the paper) – it's almost complete and will be given to the lawyer's office this month. Attended the IHLS E-resources committee meeting and was approved to be seated on the committee. Attended the Rolling Prairie Digital Consortium meeting. Attended the State Library of Illinois meeting regarding the new statewide EBSCO databases (50+ databases) being offered by the State Library and Secretary of State. The databases can be accessed through our website. Attended the ILA Small and Rural Libraries Forum about Safety in the Library. Shared some of the information at the staff meeting.

The irrigation system has been winterized. Received a call from the water company – our water meter has not been turned at irrigation startup the past two summers so we will be receiving a bill for that water usage. Plumber completed backflow testing and filed necessary paperwork. Fire alarms have been tested. All are working.

All technology switch replacements have been completed and firewall installation completed. Scott has started switching staff over to Microsoft 365.

Emily and I attended the farmer's market on Thursday, September 26<sup>th</sup>. Gave away books and coupons (free hot drink at the library or a free book at the book sale). We had 66 people stop by. Attended Sangamon Valley CEO mentor lunch as well as the first mentor/mentee meeting of this school year.

Held staff meeting on Wednesday October 2nd. Starting staff evaluations this month.

## **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**

Serving Our Public Standards - reviewed chapters 7-8

Progress has been made regarding the standards in these chapters. Director Waldrep is involved in ILA and well as on an IHLS committee. The collection development policy has recently been updated.

## **NEW BUSINESS**

2024 Levy Draft

The board reviewed the 2024 draft Levy numbers. There were no changes so Director Waldrep will forward to the lawyer for formal drafting.

## **OTHER**

None

## **ADJOURNMENT**

Jeff Clodfelter moved to adjourn the meeting at 5:03pm. Mike Harris seconded. The next scheduled Board of Trustees meeting will be held on November 13, 2024, at 4:00pm.

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Susan M. Lochbaum  
Secretary

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Sherry Waldrep  
Acting Secretary