

**ALLERTON PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES  
November 13, 2024**

The Allerton Public Library District Library Board of Trustees met on Wednesday, November 13, 2024. President Sue Gortner called the meeting to order at 4:00pm.

**ROLL CALL**

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

Absent:

Also in attendance: Sherry Waldrep

**PRESIDENT'S REPORT**

Nothing to report

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

The Serving Our Public Standards in Old Business should say Chapters 7 & 8. It's listed as Chapters 5 & 6. Ellie Tracy moved to approve the October 9, 2024 minutes as amended.

Seconded by Beth Manuel. 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**

A gentleman at a program approached Beth Manuel and complimented the library and library director for our programs. Sue Gortner met a woman at one of our programs who came from Champaign. She noticed the program on Facebook.

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

Beth Manuel provided the financial report. Lynn Richardson moved to approve and pay the bills. 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**

PROGRAMS FROM LAST MONTH: 44

In person programs:

|                                    |                                      |
|------------------------------------|--------------------------------------|
| Adult Bingo – 10                   | Story time – 75 (46 kids, 29 adults) |
| Lap time – 45 (22 kids, 23 adults) | Early Hangout - 2                    |
| BYOB Book Group – 9                | Chair Yoga - 20                      |
| Playtime – 64 (37 kids, 27 adults) | Knit & Crochet Circle – 1            |
| Read/Watch/Discuss - 3             | Super Saturday – 35                  |
| Book a Librarian – 1               | Safe Trick or Treat – 276            |
| Carnivorous Plants – 3             | Barry Cloyd - 19                     |
| Kids DIY – 57                      | Teen/Tween D&D – 8                   |
| Non-fiction Book Group – 7         |                                      |

Book Bite Book Group – 2

Teen/Tween Manga Club – 0

Virtual events: 2

ILP Erika Sanchez – 0, ILP Jason Reynolds - 1

Passive programs:

Adult Activity Packets – 100; Adult Try Something Kit – 30; Kids Take and Make – 30; Teen Take and Make – 30

**OTHER ITEMS:**

Programming: October was a big program month – the largest being Safe Trick or Treat that we do in conjunction with the Monticello Chamber. Had a scavenger hunt, gave out a free book.

Rotary had a table and handed out candy.

Administrative: Barcode duplication project – barcoded about 14,000 with the help of five volunteers and staff. Not finished yet as we needed to return the barcode machine (only get it for a month at a time). Another machine just arrived, and the project will commence soon. We learned from IHLS that the labels are not high quality and will need a clear plastic label. We will do that on an as needed basis. Spoke with the lawyer about WCAG (web content accessibility) guidelines as it relates to pdf documents. The library purchased Adobe Acrobat Pro, will work to convert current pdfs on the website, some of those pdf's are from the lawyer's office. Will check if there are still issues after conversion, will let them know what/how to change. Spoke with Danielle from Loman Ray about Health Insurance renewal for 2025. The Audit is nearing completion. Attended one day (October 8) of the ILA conference. Attended ILA Small and Rural Libraries Board meeting as well as SARL Forum session on Policies.

Building: Met with the Building and Grounds Committee and drafted a list of items that need attention. CORE Construction has completed repairs of all inside items. The parking lot cracks have been reviewed – awaiting a quote.

Technology updates: Upgrade to Microsoft 365 is complete. All staff have new emails.

Community relations: Attended Piatt County Agencies meeting Monday October 28<sup>th</sup>. Attended Sangamon CEO meetings on October 11 and November 1.

Staff: Almost all staff have completed required Sexual Harassment Training and Bloodborne Pathogens training due at the end of 2024. Half of the staff performance evaluations have been completed.

**COMMITTEE REPORTS**

Financial Committee (Manuel, Richardson, Lochbaum) - none

Personnel Committee (Gortner & Manuel) - none

Policy Committee (Lochbaum & Tracy) - Policy Committee reviewed Program Room usage form and will report next month.

Buildings & Grounds Committee (Clodfelter, Harris, Gortner) -

- The committee held a meeting on October 16, 2024. Shaggy from CORE Construction has fixed the few items that needed to be fixed. The parking lot cracks can be caulked for \$2000-\$2500 and can be completed by the end of November. The committee received information about Pillar Study Pods which can be purchased for approximately \$7,000 for a single and \$16,490 for a double booth. After discussion about the pods, the board would like to explore using the Program Room for quiet study when not being used for programs.

**UNFINISHED BUSINESS**

Adoption of Tax Levy

Sue Gortner moved to adopt the Tax Levy as printed. Seconded by Jeff Clodfelter. Roll call vote. Motion carried.

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

NAYS: 0

ABSTAIN: 0

Annual Review - Serving Our Public - Chapters 9-10

Question about items such as municipal minutes - we have them on our website, same with voter information. Do we do outreach to other organizations? Yes, we provide books to Maple Point and the Piatt County Nursing Home.

### **NEW BUSINESS**

Employee Health Insurance for 2025

The board decided that we would continue with the plan we are on.

Audit 2024

Reviewed the audit update from the auditor. No issues. The board would like to know if it's possible to align our insurance with our fiscal year. Director Waldrep will ask the insurance agency.

### **OTHER**

ILA Conference Trustee report

Mike Harris provided an overview of the programs he attended during the trustee day at the ILA conference. After hearing/learning about other libraries, he feels that our library is doing very well.

### **ADJOURNMENT**

Jeff Clodfelter moved to adjourn the meeting at 5:25pm. Mike Harris seconded. The next scheduled Board of Trustees meeting will be held on December 11, 2024, at 4:00pm.

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Susan M. Lochbaum  
Secretary

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Sherry Waldrep  
Acting Secretary