

## **Eureka Public Library Board of Trustees Regular Meeting**

**Date: February 27, 2023**

The Regular Meeting was called to order by President Don Whitman at 7:00 pm

### **Members present:**

Don Whitman  
Sandi Sylvester  
Marjorie Crowe  
Tim Martin  
Lisa Reinmann  
Jane Burke

### **Members absent:**

Robin Robinson

### **Staff Present:**

Ann Reeves  
Cindy O'Neill

**Approval Of Consent Agenda:** Trustee Martin made a motion to approve the consent agenda. Trustee Crowe seconded. The motion passed unanimously.

**Committee Reports:** Financial: Trustee Martin shared we have used 42% of the budget. The audit is over and paid for. February 17, 2023, the Finance Committee met and decided to start a Special Reserve CD. On February 24, Trustee Martin and Ann went to Eureka Community Bank and opened a CD with \$300,000. As requested by Eureka Community Bank, the Eureka Public Library District Trustee President is Don Whitman, the Treasurer is Tim Martin, and Library Director is Ann Reeves.

Building: Trustee Sylvester reported the circulating pump in the post office heater has gone out and Aaron Schlupp is looking to rebuild the part that is out rather than replace the whole thing. This is the best, least expensive solution. The post office is maintaining heat well enough and Aaron will bring in space heaters if needed.

Library Services: Cindy passed out the March events calendar. The Local Author Fair went very well. There were nine authors present and 23 patrons. The Community Puzzle is very popular. Instead of a new puzzle a month, Gennifer is putting a puzzle out once a week. Cindy's Moody Family Program was a success with 15 people in person and 8 people online. The program was taped for those who couldn't attend that night. Cindy received a very nice email from the Moody family who was watching the program. The Master Gardeners are starting up the season with a Winter Sowing Gardening. They will do their plant clinics again this year. Dina Emser will be giving a program, "Coaching Kids". The Book Sale will be on May 20th and Cindy

will be passing around a sign up sheet for volunteers to help. Angela reports February was a busy month. The Children's Library had great turnouts with new people coming each week. The library has been visited by Davenport Kindergarten, ADDWC, and high school student volunteers. There were 174 people who came to Bring Your Child to the Library Day. 90% of those were new people with preschool children. Reading Buddies meet 3 times a week and have 50 kids signed up. Angela thanked the board for changing the age for students who qualify for a library card. There was a new pre-k student who got a card last week. Angela was granted a \$1000 grant from the Sun Foundation to be used for building a program between Toddler Time and Story Time.

**Librarian's Report:** Ann shared February was a good month weather wise for programming allowing more people to attend. There is a group of high school students that come help with Reading Buddies and cutting out papers and items for craft events. Ann is happy about the strong connection with our schools. Joan and Deb Blunier have met with Miriam Meyer who is in the high school library during the day. They are helping with book cataloging and with book orders. The Wall Street Journal will no longer be delivered to Eureka so we can receive the papers through the mail which makes them a couple days late. Ann will talk to the library's newspaper readers and get their opinion. We may look into getting it online. Ann received a call from an HR service that updates our information about job descriptions, legal postings, applications and talked a bit about the new act concerning all employees getting 40 hours a year paid leave. ILA is looking at items they would like the state to change: 1) The state paying for databases for all libraries. 2) Review the Local Records Act making it easier to keep and maintain records. and 3) Allowing libraries to use funds from one area to pay for other items. Trustee Sylvester has completed the Open Meetings Act training and all board members have completed the Sexual Harassment Prevention Training.

## **Old Business:**

**New Business:** The Board reviewed the Internet User Agreement and Policy which is required annually. Trustee Martin made a motion to approve the changes of the Hotspot Lending Policy and User Agreement and Form. Trustee Reinmann seconded. The motion was carried unanimously. Hotspots can now be put in the book drop and instead of three late returns in a year, now the time is six months. The Board reviewed the Reference Policy and reviewed Serving our Public: Standards for Illinois Reader's Advisory. The reference person for the library is whoever is at the circulation at the time, and an online reference training program has been made available to all staff. The board had a discussion on requirements to comply with the Decennial Committee's on local Government Efficiency Act. The Decennial Committee needs to meet every 10 years and consists of the board, two residents, and the director. The committee needs to meet three times in 18 months. After the data needed is collected it is presented to the County Board. It is the plan to have the two residents attend a meeting that has a light

agenda and will be at the beginning of the meeting. After the report has been sent to the County Board, the committee can be dissolved with a new committee to be made in ten years.

**Adjournment:** Being no other business, Trustee Sylvester moved to adjourn the meeting at 7:50 p.m. The motion was seconded by Trustee Burke and approved unanimously.

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**President**

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**Secretary**

**The above is the unofficial summary of business transacted by the Eureka Public Library Board of Trustees. This summary will be reviewed and approved at the next regularly scheduled meeting of the Board of Trustees.**