

Eureka Public Library Board of Trustees Regular Meeting

Date: March 24, 2025

The Regular Meeting was called to order by President Don Whitman at 6:30pm

Members present:

Don Whitman
Sandi Sylvester
Lisa Reinmann
Jane Burke
Marj Crowe

Members absent:

Tim Martin
Robin Robinson

Staff Present:

Cindy O'Neill
Angela Roberts

Approval of items on the Consent Agenda: It was moved by Trustee Reinmann and seconded by Trustee Crowe to approve the minutes from the regular meeting held February 24, 2025. The motion passed unanimously.

Financial Report and approval of: It was moved by Trustee Reinmann and seconded by Trustee Crowe to approve the financial report from the regular meeting held February 24, 2025. The motion passed unanimously. The monthly disbursement for February 24, 2025 was \$49,561.72

Committee Reports:

Finance: Trustee Reinmann reported we are 66% through the fiscal year and have spent 52% of the budget. Over all we have spent \$388,608.02 out of a budget of \$746,800.00. Cindy was able to renew our Special Reserve CD at Eureka Community Bank at 4.09% for one year.

Building: Trustee Crowe reported there was one service call for Heinold to come out and re-oil the noisy radiator fan in the Post Office lobby. For the library: a community service person raked and trimmed around the library and post office. Cindy reached out to Eric Lind to see about the proposed Main Street widening project. Eric hasn't received final drawings or cost share calculations so he can't imagine it happening this year. IDOT told Eric they can't find any original paperwork or permits for any of the three project areas. Cindy has reached out to Lone Wolf, Knapp, and New Horizon concrete for repair estimates for the 7 sidewalk repairs. She has

not heard back yet. Cindy would like to hire a structural engineer to do an assessment of the basement foundation and to help with writing the bid specifications for whatever repairs are needed. Going through a structural engineer would be a more professional way to go and make the bid process smoother. Cindy was referred to Tom Packman of TWM, Inc in Peoria. She talked to Tom and he will see if they have staff available for the project and he will also give her an estimate of their fee. Grant Update: The sound panels are in and paid for. We are waiting on an installation date. Wayfinding signs will be installed Monday morning. Seven comfy chairs with good arm rests and that are easy to clean have been purchased. We have had positive feedback from patrons.

Library Services: Angela passed out the April Events Calendar. She reported the Children's Library is still receiving many positive comments about our library being a great screen free place to visit. She will be visiting Headstart once a month. District 140 is having their Spring Break and Angela has prepared lots of activities through the week. We have aspiring Education Majors from Eureka College coming to the library who will be helping with a storytime tea party. Don and Karen Wettstein gave the library a \$2,000 gift to go towards early literacy. Gennifer reports many different events and programs coming in April. Wits Workout, Recipe Swap, Drawn to the Library the week of April 6th, Fiber Arts meetings, The Art of Foraging, and Master Gardeners Clinic on April 21st.

Librarian's Report: Cindy reported The Economic Interest Statements have been turned in. Due to an incident at Metamora Library between a staff member there and a patron, Cindy bought (with her own funds) Pepper Spray that has been put in several areas of the library. Cindy reviewed our Code of Conduct and reminded the staff to call the police if someone is aggressive and/or they don't feel safe. After distributing the pepper spray, a webinar on "OC Pepper Spray: What Librarians Need to Know about this Self Defense Tool" was recorded and our staff watched it. Cindy will be reviewing with the staff how to handle First Amendment Audits. Rachael and Cindy put together a FOIA guide which will be available to the public on the west bulletin board and also online. It reviews our mission, total of most recent operating budget, staffing structure, list of trustee names and emails, procedures on filing FOIA requests and what records are immediately available on our website. Cindy sent out an email about the polo shirts. If you are interested in one, please contact Cindy. Cindy heard through RSA that CUSD 140 will be dropping their membership in RSA. Cindy will be reaching out to Mr. Bardwell to see how the library can still help the high school. All part time staff were offered to attend RSA day at Washington Five Points on April 10th. Allie, Joan, and Debra are registered. Cindy has started the staff's annual formal evaluation process. The staff was given self-evaluation forms and Cindy will have one-on-one meetings with the staff in April. During the recent tornado sirens, 7 staff, 1 community member, and 1 traveler sheltered in the basement for about an hour. Our Library Disaster Plan: the staff locks the cash drawer and takes the red backpack downstairs. They leave all doors unlocked for community members who need to take

shelter. Allie's husband is a deputy in the Sheriff's Dept and Cindy's husband volunteers as a storm spotter, so both men will keep the staff informed until the storm passes

Old Business: None

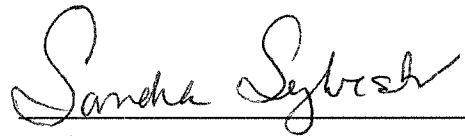
New Business: After discussion, Trustee Burke made a motion to a Change in the FY 25 Operating Budget. Trustee Reinmann seconded. After discussion, Trustee Sylvester made a motion to Seek Foundation Assessment. Trustee Burke seconded. The motion passed unanimously. The board then reviewed the Bulletin Board/Public Display Policy and the Smoking Policy.

Announcements:

Adjournment: Being no other business, Trustee Sylvester moved to adjourn the meeting at 7:28 p.m. The motion was seconded by Trustee Crowe and approved unanimously.



President



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.