

Eureka Public Library Board of Trustees Regular Meeting

Date: January 26, 2024

The Regular Meeting was called to order by President Don Whitman at 2:31 pm

Members present:

Don Whitman
Sandi Sylvester
Tim Martin
Robin Robinson
Marjorie Crowe
Lisa Reinmann

Members absent:

Jane Burke

Staff Present:

Cindy O'Neill

Approval of items on the Consent Agenda: It was moved by Trustee Martin and seconded by Trustee Robinson to approve the minutes from the regular meeting held November 27, 2023. The motion passed unanimously.

Financial Report and approval of: Trustee Reinmann reported we are 41% of the way through the fiscal year and have spent 34% of the budget. The monthly disbursement for November 2023 was \$45,560.43. The monthly disbursement for December 2023 was \$65,344.17.

Committee Reports:

Finance: After discussion concerning moving unused funds to Special Reserve, Trustee Reinmann made a motion to table this action until a decision can be made as to the amount to be moved. Trustee Crowe seconded. The motion passed unanimously.

Building: Trustee Robinson reported the A/C work at the post office is completed. Insurance on the elevator went up 5.95% to \$2,935. There will be an elevator inspection on February 8th. There will be a fire inspection February 8th as well. Chad Fiers closed his business, and the library needs to find another handy man. Trustee Robinson will put an ad on Eureka Happenings on Facebook.

Personnel: On January 17, 2024 an Emergency Succession Plan was updated. If Cindy is suddenly not able to act as director there are plans for short term and/or a long term absence. For the short term, Connie and Angela will share duties with Trustee Whitman being available

to help. The issue concerning Staff Tuition Reimbursement is being tabled until the February meeting. The Personnel Manual needs to be updated ASAP. A review has already begun.

Library Services: Cindy handed out the February calendar. Story Times begin again February 2nd. Take Your To The Library Day will be February 10th. Angela reports a good end to 2023. Her programs had good attendance and eight attended the study for finals program. The adult program, "Share Your Stories" is gaining attendance. The library has 10,000-12,000 circulations a month. The Winter Reading Challenge will run from February 1-21. There will be a "Genealogy Basics" program on the 19th and a Family Movie Matinee on the 28th. In March there will be Rules of the Road class, the Master Gardeners will start up again, and there will be a puzzles contest.

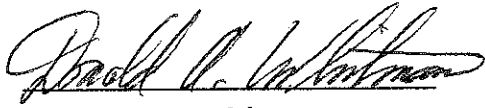
Librarian's Report: Cindy reported the IRS 2024 Mileage Standard is \$.67. It is time for the annual requirement of all Trustees and Staff to complete the State of Illinois Sexual Harassment Training. Trustee Robinson will go first and then the rest will be contacted when the folder is available. The Fine Free Launch had a glitch and wasn't working but was fixed on January 5th. The staff had some illnesses but everyone is ok now. Allie is back from maternity leave and working Tuesday, Wednesday, Thursday 9-4. Debra and Rachael are working on weeding. So far they have weeded 270 books. The library applied for a \$10,000 grant available for accessibility, so look for ways to make the library accessible should we get the grant. One idea was to lower shelves. We need to put up signage for sure. Think of ways to get books off the shelf. The library received \$2,000 from a grant from Ameren. Items that may be purchased with this money are two outdoor rocking chairs for the pavilion, a side table, games, blocks, dividers, and a book cart. Cindy gave an update of the Strategic Plan. The statistics are looking good. There are joint programs with AC Home. For 2024 we are working with the Dementia Program with the city. Cindy, Connie, Gennifer, and Angela will be attending RSA Day on March 20th from 10am-4pm. After hours training for our staff will be from 5:00-8:00pm, although no date is set yet.

Old Business: The Friends of the Library president is stepping down. Robin Staudenmeier stepped down after her husband, Bill's, stroke.

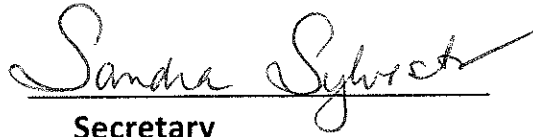
New Business: Trustee Robinson was appointed to take the Open Meetings Act Training (Annual requirement). There was one closed meeting in 2023. It was decided to keep all previous closed meetings minutes closed. After review, Trustee Reinmann made a motion to approve the Emergency Succession Plan with Trustee Martin seconding. The motion passed unanimously. The board reviewed Chapters 1 and 2 of *Serving our Public*.

Announcements:

Adjournment: Being no other business, Trustee Sylvester moved to adjourn the meeting at 3:50 p.m. The motion was seconded by Trustee Robinson 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.