

Eureka Public Library Board of Trustees Regular Meeting

Date: November 27, 2023

The Regular Meeting was called to order by President Don Whitman at 7:01 pm

Members present:

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

Members absent:

Staff Present:

Cindy O'Neill

Approval of items on the Consent Agenda: It was moved by Trustee Crowe and seconded by Trustee Martin to approve the minutes from the regular meeting held October 23, 2023. The motion passed unanimously.

Financial Report and approval of: Trustee Reinmann reported the library is 33% of the way through the fiscal year and has spent 30.1% of the budget. The monthly disbursement for October 2023 was \$38,132.64.

Committee Reports:

Finance: Trustee Reinmann reported Koch Consultant's financial review took place November 7 & 8. It was a good process and Cindy learned a lot. They did find a missing collateral statement and it was found to be an oversight with the bank due to wrong coding. Once the bank has things straightened out, Koch will be able to finish their report.

Building: Trustee Robinson reported the A/C work at the Post Office is not completed. Aaron from All Trades worked on the boiler at the Post Office, costing \$1,015.50. The library received a bid from New Horizons of \$2,544.00 for restriping the parking spaces in front of the Library on 117 and in the parking lot behind the library. They recommended waiting until Spring. After discussion it was decided to either have Chad do the job or Trustees Robinson and Sylvester will paint. Matt Stoller looked at the window at the top of the stairs in the original building and said it really doesn't need to be replaced right now. It is not leaking water or letting air in. The cost would be \$1,085 to replace the window when needed.

Library Services: Cindy handed out the December calendar. Cindy said Angela is looking into getting another Tonie box. We already have three and there is a very long waiting list. November's reading program had 75 attendees each week. This is tripled from last year. Angela is very thankful for our volunteers. She has several middle and high school students as well as other volunteers. She is adding new books and material all the time. The High School Book Club has six members, meets once a month and is doing very well. The Share Your Story program is going well and growing. Angela is taking a break from programming in January and will re-launch in February with Take Your Child To The Library Week. Cindy reported Gennifer had 30 people sign up for Ornament Painting with Art at the Bodega. The library will have a gift wrapping station until December 22nd when all remaining gift wrap will be given away or pitched. AARP will have their last Smart Driver classes December 6&7. The instructor, Ken, is moving away. Hopefully they will find another instructor at some point. There will be two more Illinois Presents programs in December, both available to watch later if you sign up and can not watch the original program.

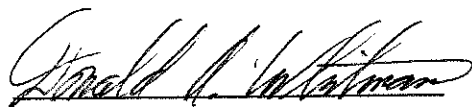
Librarian's Report: Cindy reported she attended ILS October 24-26. She attended several sessions about Book Bans. There were several Trustees in attendance who had dealt with banning issues and were there to help others dealing with the same issues. They would like to form a network of Trustees to help each other dealing with book banning problems. Cindy also found that some libraries have large items for their Library of Things (snow blowers). Cindy passed around some 3D printer patterns that Assist Things For Seniors. These are small items that would help seniors with everyday tasks (key holder, jar opener). It would put our 3D printer to good use. Cindy will ask a high school volunteer to look at our printer to see if it is compatible with the patterns. Cindy said Matt from Koch Financial was very nice to work with and once his report is finished she will report on the details. She has started weeding the library's collection. 199 out of 322 adult fiction shelves have less than six inches of space at the ends of the shelves. (six to nine inches are needed on shelves in order to have room for books that are returned.) Cindy will be getting rid of 1000 books (10.5%) of our adult fiction collection. Volunteer Sharyll is checking on lost and missing books and Rachael is deleting any lost or missing books over 3 years. Mike Zimmerman talked to Cindy about issues with the public computers. He thought the problems with the computers and phone on November 10th had to do with the firewall but he found the computers are so old they are no longer getting updates. Windows 11 will be required by January 2025 which means getting new computers for the library. The three year Tech Plan expires December 2023 so Cindy and Mike will develop a new plan. Cindy feels we only need 4 public computers, not 6. Patty Kweram was by to talk circ and holds plan. There was a FOIA request for venders. The holiday stroll was well attended. Cindy will be applying for a \$10,000 - \$20,000 federal grant for accessibility improvements. The elevator inspection is coming up.

Old Business:

New Business: After discussion, Trustee Martin made a motion to accept the revisions to the Circulation Policy. Trustee Robinson seconded. The motion passed unanimously. After discussion, Trustee made a motion to accept revisions to the Collections Policy. Trustee Burke seconded. The motion passed unanimously. The Board reviewed the Sexual Harassment and Discrimination Policy. After which they reviewed the Student Card Usage Policy. After review of the Unattended Children in the Library policy, Trustee Reinmann made a motion to make the following changes: add "to" under #1 and under #3 take out "will". Trustee Burke seconded. The motion passed unanimously. Last item for the new business was to Review Chapters 12 and 13 of *Serving Our Public*.

Announcements:

Adjournment: Being no other business, Trustee Sylvester moved to adjourn the meeting at 8:00 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.