

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

**Date: October 23, 2023**

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

### **Members present:**

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

### **Members absent:**

Lisa Reinmann

### **Staff Present:**

Cindy O'Neill

**Guest Speaker:** Darryl from 360 Electric

**Approval of items on the Consent Agenda:** It was moved by Trustee Martin and seconded by Trustee Crowe to approve the minutes from the regular meeting held September 25, 2023. The motion passed unanimously.

**Financial Report and approval of:** Trustee Martin made a motion and seconded by Trustee Crowe to approve the financial report from the month of August and payments in the amount of \$54,968.92. We are 24% of the way through the fiscal year and have spent 23.4% of the budget. We heard from the city and the projected tax revenue for next year is expected to rise. \$8,610.00 was spent from the Special Reserve.

### **Committee Reports:**

**Finance:** Cindy reported Koch Consultants has scheduled the annual financial review for November 7 & 8, 2023.

**Building:** Trustee Robinson reported the sewer smell has been better. Klaus came and checked the pump, cleaned the ejector pit, and sealed it. Matt Stoller from Project One will do the window replacement. The back parking lot lines need repainting. The flat roof will be sealed in the Spring. The tuck pointing will be done later, as well. There will be a solid fence by the A/C unit in the back. The concrete at the exit of the post office will be fixed. At this point, Darryl from 360 Electric talked to the board about how they came about determining what units to use for the roof A/C unit at the Post Office. They looked at lead time as to which unit would get here faster and would be the most energy efficient. A ten ton unit could take as long as 44 weeks to

get here. It was decided to put in two five ton A/C units. They are looking at the week of November 6th and the work should take about three days. There will be more duct and electric work as well as more sheet metal, but 360 Electric will absorb that part to help us stay on budget. The board was very grateful to Darryl for taking his time to come to the meeting and explaining the job. Darryl left at this point of the meeting.

**Personnel:** Trustee Burke reported the annual director's evaluation is postponed until next year given the fact that Cindy has only been in the position four months. The Paid Leave for All Workers Act affects five employees at the library. The estimated cost for this is approximately \$1000 which is already in the budget.

**Library Services:** Cindy handed out the November Calendar. Cindy said Gennifer has lots of programs scheduled for November. The Woodford County Feral Cats group held a program with 12 in attendance. We have had a couple people attending (on live Zoom) the Illinois Presents Programs. Art at the Bodega is back as well as a Rules of the Road class. The Project In a Bag is always very popular. Cats of Woodford County will have an adoption day here. It was suggested it be held in the pavilion due to possible allergies of some patrons. Angela reported Reading Buddies enrollment has tripled since last year with 75 signed up this year. Regular Storytime and Toddlers have thirty plus in attendance each time. We have three Tonies in the Children's Library. We got them through Braker's. ELPD is the only library in the area to have them.

**Friends of the Library:** Trustee Crowe reported the Friends Membership Drive made \$1,400 and we have three lifetime members. The Road Rally didn't have enough to sign up, so it was canceled. The Bus Trip was a success.

**Librarian's Report:** Cindy reported she attended two webinars on Digital Equity. There is lots of federal grant money going toward devices, wi-fi accessibility, digital skills, tech support, and content design. Cindy will be talking to Kathy Brown from Greater Peoria EDC who works in this area in terms of grants and needs assessments. Cindy has registered the library to be part of the Dementia Friendly Community initiative being developed in Eureka. Cindy attended the Tri County Director's meeting in Chatsworth on October 13 and the Rural Director's meeting via Zoom on October 20th. Cindy met with Patty Kweran from RSA-East Peoria for a review and found our library has more rules than most libraries and Patty will help get that cleaned up. Projects in late October and November include preparing for the financial review and the annual Receipts and Disbursements report. On Thursday October, 19th the library had trouble with the new Firewall and had no internet and phones most of that day. It seems fixed now.

**Old Business:**

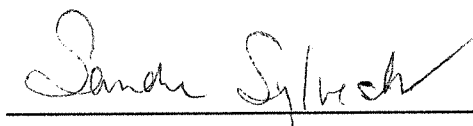
**New Business:** After discussion, Trustee Burke made a motion to accept the Paid Leave for All Workers Act. Trustee Sylvester seconded. The motion passed unanimously. After discussion, Trustee Burke made a motion to accept the changes to vacation schedule for part-time staff working 40-59 hours per pay period. Trustee Robinson seconded. The motion passed unanimously. After discussion, Trustee Crowe made a motion to accept the Whistleblower Policy designating the Auditor and Alternate Auditor to be the President and Vice President of the Board. (Currently Trustees Whitman and Burke). Trustee Martin seconded. The motion passed unanimously. Discussion concerning ELPD becoming a fine free library included increasing the check out time for books and audiobooks to 3 weeks. If a book has become lost, there will be a grace time of 2 weeks after its due date to look for the book(s) due, after which the patron will be required to pay the cost of the book(s). Trustee Robinson made a motion to make ELPD a fine free library. Trustee Burke seconded. The motion passed unanimously. Trustee Martin made a motion to give Goodwill Expressions to the staff in the following amounts: \$150 for Full Time, \$75 for staff working 20+ hours a week, and \$40 to staff working 19 or less hours a week. This will be in the form of EBA Bucks. Trustee Burke seconded. The motion passed unanimously. After review (and our sympathies to Trustee Burke), Trustee Crowe made a motion to approve the Disposal of Surplus Property Policy. Trustee Robinson seconded. The motion passed unanimously. After review, Trustee Martin made a motion to approve the Patron Registration and Privacy Policy with the change of age to 3 years old for getting a library card. Trustee Crowe seconded. The motion passed unanimously. The Board then reviewed Chapters 10 and 11, Serving Our Public 4.0: Standards for Illinois Public Libraries. A taco business asked if they could occasionally set up their tent next to the library. The Board asked Cindy to get a copy of the business' insurance, then give permission.

**Announcements:** Andy Burton's son, Kyle, is having heart valve replacement this Thursday at North Western. There was a thank you card from Ann.

**Adjournment:** Being no other business, Trustee Sylvester moved to adjourn the meeting at 8:09 p.m. The motion was seconded by Trustee Martin 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.