

Eureka Public Library Board of Trustees Regular Meeting

Date: September 25, 2023

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

Members present:

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

Members absent:

Staff Present:

Cindy O'Neill

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 August 28, 2023. The motion passed unanimously.

Financial Report and approval of: Trustee Robinson made a motion and seconded by Trustee Martin to approve the financial report from the month of July and payments in the amount of \$61,886.59.

Committee Reports:

Finance: Trustee Reinmann reported the library received the second installment of tax levy. After discussion, it was decided to table the transfer of funds in the General Fund and/or Building Maintenance Fund to the Special Reserve Fund.

Building: Trustee Sylvester shared the Building Committee's Annual Building Assessment. After reviewing bids for the replacement of the Post Office AC unit, Trustee Robinson made a motion to accept a bid of \$24,999.00 from 360 Electric. Cindy shared Ameren replaced our gas meter and had trouble relighting the pilot lights. Klaus determined we needed a new gas valve for \$315. The part should be in by tomorrow. Trustee Sylvester stepped down from the building committee and Trustee Crowe volunteered to join the committee.

Library Services: Cindy handed out the October Calendar. Banned Books Week is the first week in October. The final Master Gardener Program is in October. The Friends Road Rally will be October 28th. Youth Services Report: Debra, Joan, and Angela held a Teen Book Club meeting

at the high school with 8 in attendance at the first meeting. The library has been visited by several youth/school groups. Joe Miller brought 100+ students from the high school, the EHS Speech Team was here as well as the Life Skills Class. Eureka College Education students visited, too. Reading Buddies will be held Tuesday, Wednesday, and Thursdays, and Angela will be working with ECNS.

Friends Of The Library: The Friends are planning a Bus Trip to a couple malls in the Chicago Area, cost is \$55. There will be a Road Rally October 28, 2023 leaving 12:30-2pm.

Librarian's Report: Cindy reported our annual IPLAR report was turned in the last week of August. The library mailed out postcards for Library Sign Up Month and had 23 new users in August. We had 220 people come through the library for Experience Eureka on September 8th. Annual staff reviews took place in September. Cindy increased Rachael's hours to accommodate her new responsibilities. Debra has been cleaning up our patron database following the new RSA guidelines. Angela has been organizing her storage areas and around the furnace room. Angela, Allie, and Cindy participated in the Homecoming Parade September 22nd. Cindy started attending Rotary and also the Friends Meeting. She also attended an IMRF webinar September 13th and a directors meeting in Princeville on September 15th. Phil Lenzini and his two associates were guest speakers. Phil talked about the Whistleblower Policy. We will need to assign an auditor. One trustee plus an alternate to be auditor for the Policy. The New Paid Leave for All Law will begin January 1, 2024. Employees will need to earn at least 1 hour for every 40 hours worked. The library has received complaints about collecting fines. Many area library's have stopped collecting book fines and Cindy will be looking into what area libraries don't collect fines anymore. We will be looking at possibly changing our policy as well. There were staffing changes at CLA Accounting which caused problems with payroll and September bill paying. The library received a \$2000 unrestricted grant/donation from Ameren after being nominated by an anonymous Ameren worker. We should receive the funds in November. Cindy and staff will work together on how to best use these funds. Upcoming in late September and October: The Wage Nondiscrimination Testing report, an E-Rate form, and preparing for financial review. Cindy and staff will be working on new weeding parameters as the fiction shelves are very tight. Cindy will be attending ILA Conference October 24-26. Cindy handed out an updated calling tree list, however she will probably just send a group text.

Old Business: Trustee Crowe made a motion to pay Laura Siscoe \$300 for meals at Ann's Retirement Dinner (15 meals @ \$20). Also, The library needs to reimburse Trustee Crowe \$100 for Ann's gift for Casa Materna.

New Business: Trustee Martin made a motion to adopt the 2024 calendar dates for closure. Trustee Burke seconded. The motion passed unanimously. After review, Trustee Crowe made a motion to vote on Resolution A (Administrative) and Resolution S (Substantive) regarding

amending Intergovernmental Agreement with LIMRICC. Trustee Robinson seconded. The motion passed unanimously. After review, Trustee Martin made a motion to approve *Cell Phones and other Audible Communication Devices Policy*. Trustee Reinmann seconded. The motion passed unanimously. After review, Trustee Burke made a motion to approve *Meeting Rooms Policy*. Trustee Crowe seconded. The motion passed unanimously. After review, Trustee Reinmann made a motion to approve *Mission, Vision, and Values Statements* with the verbage change striking the word "last". Trustee Robinson seconded. The motion passed unanimously. The Board then reviewed *Serving Our Public 4.0*, chapters 7&8.

Announcements:

Adjournment: Being no other business, Trustee Sylvester moved to adjourn the meeting at 7:52 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.