

Eureka Public Library Board of Trustees Regular Meeting

Date: August 28, 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 Robinson to approve the minutes from the regular meeting held June 26, 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 \$54,648.59

Committee Reports:

Building: Trustee Sylvester reported Jacobs Brothers deep cleaned the basement carpet August 4th. Fans needed to be used for a week after to help dry carpet. New Horizons Concrete completed west entrance August 3 & 4. Chad Fiers completed several projects. He replaced the lights at the east entrance, weather stripped the east and west doors, installed a new cable box in the project room, sealed all 35 windows, cleaned out/inspected roof gutters, installed 2 gutter guards, and hung a mirror for staff use. The city completed sewer work in the alley and will do more work later. Post Office work included, Dunbar Painting started inside painting the week of August 22. New Horizons Concrete worked on the north entrance on August 4th. Cindy received bids from Garber and Ruyle for replacing the Post Office AC but they weren't exactly what we needed. Cindy asked them to redo the bid. The Building Committee needs to set a date for the annual building and grounds walk through.

Finance: Trustee Reinmann reported we are 8.3% through the fiscal year and have spent 9.1% of the budget. After discussion, Trustee Martin made a motion to approve Ordinance 2023-4,

Ordinance Levying and Assessing Tax for Eureka Public Library District for Fiscal Year Beginning July 1, 2023. Trustee Burke seconded. The motion passed unanimously.

Library Services: Cindy handed out the September Calendar which is full of great programs. Master Gardeners are having a couple final programs for the year. The first Illinois Libraries Presents program is coming up and AARP Smart Drivers class will be September 12 & 13. Angela reported the Children's Library has many fun programs planned this month. September is National Library Card Sign-Up Month. The EBA Experience Eureka event will be Friday, September 8th, 4:30-6:30pm.

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.

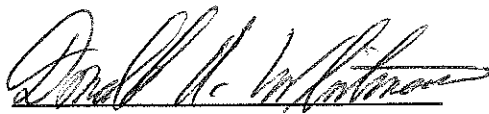
Librarian's Report: Cindy reported Eliza Denham and Samantha Armstrong are the new part time employees. Laurie Klaus is a new volunteer and Pam Terry has begun training on the weekly deposits. Annual staff reviews will take place in September. RSA revised a policy on retention of expired patron cards. No fees-delete within two years of expiration date, Under \$25- delete within three years after expiration date. Over \$25 delete five years after expiration or 8 years if in collection. Exceptions can be made. RSA will be sending out lists of expired cards to help our library clean up our database. RSA will become an Illinois Intergovernmental Instrumentality Organization on July 1, 2024. There will be a new governmental structure, bylaws, fee structure, committee structure, and new IGAs will need to be signed by all member libraries. eRead IL (Axis 360) will be transitioning to the Boundless app in late September. Cindy attended a directors meeting in Hudson on August 11. Cindy met with Diamond Brothers Insurance on August 18th to review our policies. She also attended LIMRICC Insurance update, Friends meeting, and EBA. She will start Rotary in September. Cindy will attend The ILA Conference in Springfield in October and Angela will be attending an Illinois School Media Association Conference in early October.

Old Business:

New Business: The Board reviewed Chapters 4, 5, and 6 of Serving Our Public 4.0: Standards for Illinois Public Libraries. After review, Trustee Crowe made a motion to approve the Ethics Policy. Trustee Robinson seconded. The motion passed unanimously.

Announcements: Trustee Crowe reported Ann's retirement dinner will be September 25 at Eureka Christian Church. Time to be announced.

Adjournment: Being no other business, Trustee Sylvester moved to adjourn the meeting at 7:58 p.m. The motion was seconded by Trustee Crowe and approved unanimously.

A handwritten signature in cursive script, appearing to read "Doreen H. Whitman", written over a horizontal line.

President

A handwritten signature in cursive script, appearing to read "Sandra S. Guest", written over a horizontal line.

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.