

FEBRUARY 2025 AGENDA

1. Call to Order – **Monday, February 3, 2025**, at 5:00 p.m. at the Library.
2. Roll Call

____ Day	____ Gullberg	____ Russell
____ Escorcia	____ Hinshaw	____ Titus
	____ Painter	
3. Public Comments
4. The Board meets with Loreena Baker, Sarah Cassiday, and Brenda Tee.
5. Minutes of January 6th meeting.
6. Financial Report for January.
7. Circulation for January.
8. CD – Raritan State Bank – CD36607 maturity date 2-17-2025. Tee will call for rates.
9. Eagle Scout Project – Morgan Titus
10. Certificate of Status of Exempt Properties
11. Policies
 - American Library Association Code of Ethics
 - Collection Management Policy
 - Computer and Internet Use Policy
 - Ethics Statement for Public Library Trustees
 - Library Materials
 - Reference Policy
12. Per Capita Grant Requirements – Director Lambert submitted on 1-14-2025
13. RAILS Swank Movie License invoice came in for \$385. Good through 1/01/25 – 12/31/25.
14. Rails Annual Certification for 2025
 - 1-07-25 Director Lambert completed the Annual Certification, as required by the Illinois State Library for library system membership. [23 Ill. Adm. Code 3030.200(a)(2)(I)]
15. The Association for Rural & Small Libraries- Director Lambert renewed Individual Employee Annual Membership (on 12/19/24) for \$50.00. The 2025 ARSL Conference will be held September 17-20, 2025, in Albuquerque, New Mexico.

16. Illinois Library Association – Director Lambert renewed the Annual Membership (on 1/20/25) for \$85.00. The 2025 ILA Conference will be held on October 14-16, 2025, in Rosemont, IL.
17. The Board must appoint a staff member to be the Open Meetings Act designee. This person can be the FOIA officer as well. The OMA designee then must complete the training annually. Board members are required to take the OMA training only once. Any new board member must complete the training within 30 days.
 - 1-20-25 Director Lambert completed the Open Meetings Act on-line training
 - 1-20-25 Director Lambert completed the Freedom of Information Act on-line training
18. Other –
 - 1-03-25 – Meeting with Morgan Titus about upcoming Eagle Scout project.
 - 1-07-25 – Shelby Carlson from 4-H with UI Extension Office came to do a Social and Emotional Learning lesson called Mindful Me with the older STEM kids on Tuesday morning. This collaboration will continue the first Tuesday of every month.
 - 1-09-25 – Preventative Maintenance on the furnaces and filters changed by Brockway.
 - 1-09-25 – Kevin Titus with American Corps through the UI Extension Office came to hold Digital Navigation hours in the meeting room from 1-4pm. He will continue to come every Thursday, and this collaboration will help teach our patrons about basic digital skills.
 - 1-13-25 – Director Lambert held interviews for the Director’s Assistant position.
 - 1-15-25 – Tee and Lambert attended the IMRF Authorized Training Session #1 over Zoom.
 - 1-16-25 – Cookies and Conversations with Candy Kage held that evening, she did a Mozzarella Demonstration class and everyone got to try fresh made mozzarella. There were 11 in attendance.
 - 1-17-25 – Director Lambert attended Rural Director’s Group meeting on Zoom at 10am. The Feb. meeting will also be online, and the March meeting will be in Dunlap Public Library and Autism Collective will be joining us to better educate us on the needs of patrons with disabilities.
 - 1-17-25 – Director Lambert has begun working on updating the Disaster Plan.
 - 1-21-25 – Gina Raymond from the ROE #33 came to do Storytime and read “The Thing About Yetis” by Vin Vogel, and every family left with a copy of the book.
 - 1-23-25 – Lambert, Cassiday, Baker, and Tee all attended the RSA Bluecloud Training on Zoom.
 - 1-23-25 – Cassiday took the BM to Flatt Tire Service to have new tires put on and the oil changed.
 - 1-28-25 – We held the first Storytime Around the World, the kids learned about Lunar New Year and did a snake craft.
 - 1-29-25 – Tee and Lambert attended the IMRF Authorized Training Session #2 over Zoom.

Next meeting is March 3, 2025 at 5:00 p.m.