

November 4, 2024  
Board Meeting Minutes

President Russell called the meeting to order at 5:00 p.m.

Day, Escorcía, Gullberg, Painter, Russell, and Titus were all in attendance, along with Allaman, Lambert, and Tee. Hinshaw was excused.

Public Comments:

Members of the public are now invited to speak to the Board of Trustees. Remember to sign in on the Public Comment Sheet and identify yourself when called upon. Comments are limited to five minutes or less. Up to 15 minutes of time will be allowed for this agenda item. In compliance with OMA, actions may not be taken on items not already on the agenda, but action may be deferred to a later Board Meeting at the discretion of the Board.

The Henderson County Library Board reviewed the minutes from the October 7, 2024 Board Meeting. Motion to approve the meeting minutes was made by Escorcía. Second by Painter. All approved and motion was carried.

PROP A: October Financial Report: Motion by Titus, second by Gullberg, all approved, motion carried.

Financial Report: Current Assets as of October 31, 2024 are \$569,150.13

Expenses as of October 31<sup>st</sup>: \$27,235.37

Income: \$2,593.33

Raritan CD: \$60,169.13

Raritan CD: \$57,730.19

Stronghurst CD: \$55,263.83

Stronghurst CD: \$56,295.90

A Raritan CD mature December 7, 2024, this will be discussed at the December Board Meeting. The 4<sup>th</sup> installment of property taxes is expected later this month. Larger expenses were discussed, such as attorney fees and other Administrative expenses.

Circulation for October

Library Checkouts: 1,300

Bookmobile Checkouts: 1,863

Interlibrary Loans in: 385

Interlibrary Loans out: 332

E-books Checkouts: 194

E-read IL: 46

Library Attendance: 536

Bookmobile Attendance: 771

Curbside Attendance: 0

New Users: 14

Hoopla Checkouts: 216

Meeting Room Use: 8

Library Spaces Use: 13

Website Visits: 457

Mango: 0

Creative Bug: 1

Director Lambert will hold employee evaluations with all staff members in January.

Bob with CCS Computers has not submitted an offer for the IT support/management project. Director Lambert provided an offer from Michael Offdenkamp with NHSS Technologies, Inc. Computer protection and monitoring for 14 computers would be \$308 per month or \$22 per computer per month. The Deep Freeze Software for four patron computers is \$192 (\$48 per computer) one time purchase. Titus mentioned looking in to Windows Defender settings and Russell mentioned talking with Warren County Library as to what they use.

Director Lambert reviewed the proposed Personnel Policy. She reviewed the updates and changes to the policy, such as Black Friday closure, part time employee paid time off, FMLA, travel expense reimbursement, Identity Protection Policy, Confidentiality Policy, and various forms. The Board reviewed the proposed policy. Motion to approve the Personnel Policy was made by Escorcía. Second by Painter. All approved and motion was carried.

PROP B: The SWANK Movie License renewal is January 1, 2025 with an annual fee of \$364. The Library holds several opportunities for patrons to use this service. Motion to approve the SWANK movie license was made by Titus. Second by Gullberg. All approved and motion was carried.

PROP C: The Creative Bug renewal is January 1, 2025 with an annual fee of \$375. Creative Bug has had 14 users and 43 session in the first 12 months. The Board would like to try another year. Gullberg mentioned setting up a QR code Storytime attendees could take home with them with a link to a craft that expands on Storytime. Motion to approve the Creative Bug renewal was made by Escorcía. Second by Titus. All approved and motion was carried.

Director Lambert reviewed the nine holiday closures for 2025.

New Year's Day	January 1 <sup>st</sup>
Memorial Day	May 26 <sup>th</sup>
Independence Day	July 4 <sup>th</sup>
Labor Day	September 1 <sup>st</sup>
Thanksgiving Day	November 27 <sup>th</sup>
Black Friday	November 28 <sup>th</sup>
Christmas Eve Day	December 24 <sup>th</sup>
Christmas Day	December 25 <sup>th</sup>
New Year's Eve Day	December 31 <sup>st</sup>

Director Lambert discussed a \$2,500 gift from the Galesburg Community Foundation. The plan is to expand and update the multicultural books. Once a month Storytime will be Storytime Around the World and the focus will be on an individual country.

Round Three of the ALA Libraries Grant is open and Director Lamber submitted a proposal for a Story Walk around the library. The estimated cost for panels is \$6,000 for all panels. Other expenses will be concrete work for a sidewalk and roof drainage. Lambert is asking for the \$20,000 grant as well as the \$10,000.

PROP E: The fall book sale collected \$598.76. The library staff would like to purchase a three tier tan oval display table is \$717.47. Motion to approve the display table purchase was made by Painter. Second by Day. All approved and motion was carried.

PROP D: The library staff visited with a daughter of Beth Weber in regards to using Beth's memorial funds to purchase interactive storytelling books and a brick starter kit from Lakeshore Learning with an estimated cost of \$1,300.00. The daughter agreed Beth would have appreciated those items as Beth was a strong supporter of Storytime. Motion to approve the Lakeshore Learning purchase was made by Escorcía. Second by Titus. All approved and motion was carried.

Director Lambert discussed the gingerbread house decorating days which are December 5<sup>th</sup>-December 7<sup>th</sup>. Flyers were sent to the school and will be sent home with all elementary and middle school students.

Saturday, December 14<sup>th</sup> is Breakfast with Santa. Flyers were sent to the school and sent home with the elementary students.

The Stronghurst Christmas Walk is Friday, November 22<sup>nd</sup>. Lambert and Tee and Board Members will be giving out free popcorn and selling shirts.

The Oquawka Christmas Parade is Saturday, December 7<sup>th</sup>. Cassidy and Lambert will ride in the bookmobile and hand out candy.

At the December and January Board Meetings, the Per Capita Grant Chapters will be reviewed.

- 10-3-24 Director Lambert attended the RSA Board Meeting at Prairie Skies Library.
- 10-3-24 Baker held a "Recycled Book Wreath" craft with eight in attendance.
- 10-8-24 -> Director Lambert attended the Illinois Library Association Conference in Peoria, IL.
- 10-10-24
- 10-9-24 Tee took two copies of the Tax Levy Ordinance 24-4 to the courthouse to be filed.
- 10-10-24 Preventative Maintenance and filters serviced the four furnace units by Brockway.
- 10-14-24 MTC came to install two security cameras for the Memorial Music Garden.
- 10-15-24 Gina Raymond and McKayla Eaton from the ROE #33 came to do Storytime and an Art Experience. Gina read Go Away, Big Green Monster! by Ed Emberley and every family left with a copy of the book. For the art experience the kids got to create their very own monster.
- 10-22-24 Officially opened the Memorial Music Garden
- 10-29-24 We held the Annual Halloween Storytime Parade, all the children dressed in their Halloween costumes. We also had hotdogs and snacks.
- 10-30-24 Director Lambert participated in the WQAD News 8 in Moline Current Reads segment at 4:00 p.m. It's like a traveling book club. Every other Wednesday they check in on a different library to see what books our readers just can't put down.

Discussion was held on the memorial bench and repairs it needs.

Pavers will be placed in the backyard and the old picnic table will be placed back there for when we have events like the summer reading party.

Candy Kage will be doing a Cheese Making Class in January.

Shelby Carlson, the 4H Youth Development Coordinator, will attend the first Storytime of each month and work with the older children in attendance.

The next meeting is December 2, 2024.

Meeting adjourned at 5:57 p.m.