

May 6, 2024  
Board Meeting Minutes

Vice-President Day called the meeting to order at 5:03 p.m.

Roll Call: Day, Escorcia, Gullberg, Hinshaw, and Titus were all in attendance. Tee, and Allaman were also present. Absent: Painter and Russell

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 April Board meeting. Motion to approved the meeting minutes were made by Escorcia and second by Titus. All approved and motion was carried.

Prop A: Financial Report: 1<sup>st</sup> by Titus, 2<sup>nd</sup> by Hinshaw. All approved and Motion carried.

Financial Report: Current Assets as of April 30, 2024 are \$434,606.78.

Expenses as of April 30th: \$25,756.67	Income: \$12,824.89
Raritan CD***26: \$58,694.34	Raritan CD***64: \$54,228.99
Stronghurst CD***23: \$54,964.88	Raritan CD***07: \$56,315.19

Circulation for April

Library Checkouts: 1,513	Bookmobile Checkouts: 1,303
Interlibrary Loans in: 267	Interlibrary Loans out: 311
E-books checkouts: 194	E-read IL: 29
Library Attendance: 511	Bookmobile attendance: 495
Curbside Attendance: 0	New Users: 6
Hoopla Checkouts: 203	Meeting room use: 9
Library Spaces Use: 14	Website Visits: 398
Mango: 8	Creative Bug: 2

Director Lambert informed the board the library received a preliminary notice of IMRF contribution rate increase. The proposed rate for 2025 will increase to 13.39%.

Escorcia motioned to adopt the FY2024-2025, Ordinance 24-1 meeting dates and locations for the Library Board of Trustees. Gullberg second the motion, board approved and motion was carried.

Prop B: The Board voted and approved the purchase of a new copier from Office Specialist. Gullberg motioned the purchase and Escorcia second the motion.

Prop C: Hinshaw motioned to move money from line-item Building Repair to line-item Equipment. Titus second the motion; board approved and motion was carried.

Prop D: Escorcia motioned, Hinshaw second the motion, board then approved transferring money from line-item Building Repair to line-item Summer Reading.

Prop E: Titus motioned transferring money from Building Repair to line-item Resources for Hoopla. Escorcia second the motion and motion was carried.

#### Library Projects

Prop F: Board voted and approved the purchase of up to \$24,000 worth of equipment for the Memorial Music Garden. Escorcia made the motion and Titus second the motion for approximately 5 items.

Director Lambert discussed the purchasing of a ramp for the bookmobile. A storage shed or container for storing items to free up space in the library. Concrete for under the possible shed and concrete for handicap access from the parking lot to the sidewalk toward the Memorial Music Garden.

Also discussed was a Story Walk around the perimeter of the library grounds and landscaping maintenance for the library.

Director Lambert distributed the Board their mileage checks and discussed with the Board the Preliminary Budget for Fiscal Year 24-25.

Escorcia motioned to move into closed session. Gullberg second the motion. Board approved and they moved into closed session. Board discussed Personnel Staff Salaries for Fiscal Year 24-25. Escorcia motioned to move out of closed session. Titus seconded the motion and all approved. Board approved the hiring of a full-time employee when the current employee retires.

Summer Reading will begin May 28<sup>th</sup> with Upcycle Bowling during the Kickoff Party. Summer Reading will finish on July 20<sup>th</sup> with the Summer Reading Party. The theme for this year is “Read, Renew, Repeat”; books can be logged on the READsquared app. Many crafts and STEM projects will be available every Tuesday from 9-10am, and Storytime will follow. Special dates to remember: May 28<sup>th</sup> – Kick off Party, June 4<sup>th</sup> – Storytime with Therapy Dogs, June 18<sup>th</sup> – Storytime with ROE #33 & Bubble Activities, June 20<sup>th</sup> – Tie-Dye T-Shirts, June 27<sup>th</sup> – Outdoor Night, July 9<sup>th</sup> – Stepping Stones, and July 20<sup>th</sup> – Summer Reading Party.

#### Other:

4/8/24-Director Lambert, Allaman, Tee, and Baker all made about 1,000 pinwheels for the Fancy Nancy Tea Party. 4/9/24 – The library held our 15<sup>th</sup> Annual Fancy Nancy Tea Party with 245 people including staff and volunteers in attendance. 4/10/24 – Kevin from Office Specialists stopped by to talk about a new copier. 4/11/24 – Ty Inghram from Inghram Lawn and Landscape was in to look at our current landscape and get a quote together for us. 4/12/24 – Bigger Electric

replaced the three ceiling fans in the library and added light bulbs. Also on the 12<sup>th</sup>, Director Lambert attended the Western Illinois Digital Access Conference at Western Illinois University in Macomb put together by RAILS. 4/18/24 – Director Lambert is talking with Travis Pence from Stronghurst Repair and Collision to see our options for the Bookmobile Ramp that will still allow us to close the doors. Also on the 18<sup>th</sup>, she spoke at the Genealogy Society meeting and did a presentation on our new newspaper database with 18 in attendance. Director Lambert attended the Zoom meeting with the State Librarian and all of RAILS members at 2pm on 4/22/24. On 4/22/24, Director Lambert interviewed two students for the shelving position. 4/23/24 – Gina Raymond from the ROE came for Storytime and did “Singing in the Rain” illustrated by Tip Hopgood, there were 21 people in attendance and each family left with a copy of the book. 4/24/24 – Director Lambert met with the new Birth to Five Illinois representative, Jim Walters. She interviewed another applicant for the shelver position. Also, on the 24<sup>th</sup>, Brockway came to do preventative maintenance and changed filters. On 4/25/24 – Director Lambert took the Bookmobile to Oquawka Boats and Fabrications to see if they can build a ramp. Cherry Simmons held a painting class in the meeting room from 6-8 pm. There were 22 in attendance. Candy Kage came and did a presentation during Cookies & Conversations. 8 people were in attendance to learn about food storage for a year and canning/preserving. On 4/30/24, Director Lambert went to the WCES Kindergarten Transition Night to promote the Summer Reading Program.

Next meeting June 3, 2024 at 5:00 p.m.

Meeting adjourned at 8:17 p.m.