

FEBRUARY 2024 AGENDA

1. Call to Order – **Monday, February 5, 2024**, at 5:00 p.m. at the Library.
2. Roll Call
 ____ Day ____ Gullberg ____ Russell
 ____ Escorcia ____ Hinshaw ____ Titus
 ____ Painter
3. 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.
4. The Board meets with Mary Allaman.
5. Minutes of January 8th meeting.
6. Financial Report for January.
7. CD – Raritan State Bank – CD#4 maturity date 2-09-2024. Allaman will call for rates.
8. Circulation for January.
9. Staff
 - Director Evaluation & A Year in Review
10. Per Capita Grant Requirements – Director Lambert submitted on 1-10-2024
11. Certificate of Status of Exempt Properties
12. Swank Movie License invoice came in. Good through 1/01/24 – 12/31/24.
13. Rails Annual Certification for 2024
 - 1-04-24 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)]
14. 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.
 - 1-09-24 Director Lambert completed the Open Meetings Act on-line training
 - 1-09-24 Director Lambert completed the Freedom of Information Act on-line training

15. Fire Alarm System Quotes.

16. Library Trustee positions and terms.

President – Diana Russell, April 2024

Vice-President – Brooke Day, April 2028

Secretary – Heather Hinshaw, April 2024

Treasurer – Jennifer Painter, April 2027

Jack Escorcia, April 2028

Alicia Titus, April 2027

Miranda Gullberg, April 2028

17. Upcoming Programs Schedule

- March – Pot of Gold Reading – Kids/Adults
- April – Fancy Nancy
- May – Summer Reading Kick-off

18. Other –

- 1-03-24 – Andy’s Roofing came by and did a free roof inspection, there are no concerns at this time.
- 1-09-24 – The library was closed due to inclement weather.
- 1-11-24 – Cookies and Conversations with Donna Painter from Raritan State Bank about Fraud 101 @ 11:00am with 7 in attendance.
- 1-12/13-24 – The library was closed due to inclement weather.
- 1-15-24 – The library was closed for in house patrons due to our very slick parking lot.
- 1-18-24 – The library closed 30 minutes early at 6:30pm due to snow.
- 1-19-24 – The library was open, but we pulled the Bookmobile off the roads due to weather.
- 1-20-24 – All staff move day to start new carpet remodel. Movers were also here to begin.
- 1-22-24 – Ron White and his guys began working on laying new carpet down.
- 1-22-24/2-3-24 – The library closed for two weeks to allow for new carpet to be laid and to allow staff time to reorganize everything.
- 1-25-24 Preventative Maintenance on the furnaces and filters changed by Brockway.

Next meeting is March 4, 2024 at 5:00 p.m.