

November 6, 2023

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

Roll Call: Day, Escorcia, Gullberg, Painter, Russell, and Titus were all present. Hinshaw is excused. Director Lambert and Tee were also present.

Public Comment: 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 three minutes or less. Up to 30 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 Board reviewed the minutes from the October 2 2023, Board Meeting.
Motion to approve the October 2, 2023 Board Minutes was made by: Titus
Seconded by: Escorcia
Motion Carried.

Prop A – Financial Report: 1st Escorcia, 2nd Painter. Motion carried.

Financial Report:

Current Assets as of October 31, 2023 are \$ 570,284.05

Expenses for October: \$ 29,037.69

Income: \$ 2,636.17

Raritan CD #3: \$ 57,404.19

Raritan CD #4: \$ 53,207.40

Stronghurst CD #1: \$ 53,619.73

Stronghurst CD #2: \$ 55,147.57

Tee explained that more customers are starting to use Hoopla so additional funds may need transferred to Hoopla. Russell asked what the Support Your Library T-shirt expense was. Director Lambert explained that the library is selling these shirts at cost.

Director Lambert also explained the Replacement Tax received in July 2023 was actually funds for the Per Capita Grant funds. The \$9,426.73 was moved to the correct account.

Prop B – Raritan CD #3 matures November 6, 2023. Tee reviewed the current rates offered by local banks, see attachment. After discussion Escorcia motioned to leave the CD in Raritan and invest in the 13 month special of a 4.95% interest rate. Titus seconded the motion. Day abstained. Motion carried.

Circulation for October

Library Checkouts: 2782

Bookmobile Checkouts: 1613

Interlibrary Loans in: 285

Interlibrary Loans out: 329

E-books checkouts: 216

E-read Illinois: 21

Library Attendance: 630

Bookmobile attendance: 741

Curbside attendance: 3

New Users: 9

Hoopla Checkouts: 100

Meeting room use: 14

Library spaces use: 20

Website visits: 610

Mango: 24

Director Lambert would like to perform the one-on-one job evaluations off site of the library. When held at the library, the evaluation can be interrupted and feel rushed. She was thinking of taking the

employee to get lunch, coffee, etc. Director Lambert asked for Board input. The Board does not see a problem with this plan.

Director Lambert also noted that the Bookmobile may need to be pulled on Saturday, December 30, 2023 due to not enough staff. Allaman is currently out for a medical procedure and Cassiday will be out the first of the year.

Director Lambert led the discussion on the new carpet project. Ron White is planning to begin on Monday, January 22, 2024. Mr. White and Director Lambert discussed being closed for two weeks, (January 22, 2024 – February 3, 2024) with the hopes of opening sooner. Mr. White is looking into a filter that attaches to the shop-Vac to help with dust. John Knapp has ordered the carpet, vinyl, and cove base. While the library is closed there will be no curbside or pickup, however the library will accept returns. Director Lambert is planning to have employees come in to work in the morning but may send them home early depending on the status of carpet installation. Discussion was held on using enclosed trailers or a neighboring storage unit. The library is on the list if a storage unit becomes available. Director Lambert also discussed another company giving the library a quote on moving shelves and books. She has sent pictures and videos of the library and is waiting for a quote.

The auditor emailed Director Lambert and is hoping to have the audit completed at the latest December 31, 2023. Director Lambert has also been in contact with Warren County Public Library Director who shared some other auditor options.

Prop C – Bob Lionberger with CCS Computers recommends replacing the hard drives in the staff computers. Due to all the files stored on them this should increase the speed. He recommends 1TB SSD drive that would cost \$135 per hard drive and six is needed. Titus had questions in regard to the hard drives and the possibility of looking at a larger hard drive. Director Lambert explained the 1 TB would be enough with room. Russell noted the expense would be taken out of the Equipment Purchase account for \$810.00. Escorcia motioned to upgrade the staff computers. Day seconded the motion. Motion carried.

Director Lambert reviewed the library closing dates for 2024.

The annual renewal for the SWANK Movie License for 2024 is \$364. Director Lambert discussed the current use of the movie license. Motion by Titus. Seconded by Painter. Motion Carried.

Director Lambert led the discussion on Creative Bug Resource which is a crafting website with hundreds of how to and do it yourself videos for patrons to access. With the RAILS discount the cost is \$400 per year. There are unlimited videos on crafts and kids crafts as well as a JoAnn Fabrics discount.

Gingerbread House Decorating Days are Thursday, November 30, Friday, December 1, and Saturday, December 2. The gingerbread house candy was bagged in October. Houses were built in the first week of November.

Breakfast with Santa is Saturday, December 9, 2023. Flyers will be sent home with West Central students.

The first seven chapters of “Serving Our Public 4.0: Standards for Illinois Public Libraries” will be reviewed at the December Board Meeting.

Other –

9-28-23/10-9 – Donna Painter started a four-week yoga chair class on Mondays. Originally this was paid for by the COVID Relief Grant. The library now receives an invoice for \$400-\$500. The library will encourage interested participants to attend classes at Donna's studio.

10-13-23 – Cassiday took the Bookmobile for the Trunk-or-Treat Fall Festival at the West Central Elementary School from 5:00 -7:00 p.m. and handed out candy.

10-5/6-23 – Escape Rooms held at WCMS; book was "Can You Survive the Titanic?" Baker, Lambert, and Tee ran the escape rooms. Allaman kept the library open.

10-18-23 – Bob Lionberger came from CCS Computers to install new patron computers.

10-18-23 – Preventative Maintenance and filters serviced the four furnace units by Brockway.

10-21-23 – Lambert held a party for the Fall Adult Reading club "Fall in Love with Reading", two in attendance.

10-21-23 – 2nd Annual Fall for Biggsville event. Cassiday took the Bookmobile for the Trunk-or-Treat from 5:00-7:00 p.m. and handed out candy.

10-24-23 – Gina Raymond from the ROE #33 came to do Storytime at HCPL. They read books and all the families gathered together in the meeting room to do a fall themed craft.

10-23/26-23 – Director Lambert attended the Illinois Library Association Conference held in Springfield, IL. Director Lambert enjoyed being able to network with other rural directors.

10-31-23 – We held the Halloween Storytime Parade and all the children dressed in their Halloween costumes. 43 were in attendance.

Friday, November 17, 2023 is the Stronghurst Christmas Walk. The library will have a table to hand out free popcorn, sign up for a book raffle and sell the library shirts.

Director Lambert is currently working on a Library Transforming Communities grant. She is applying for \$20,000 to build an inclusive/accessible playground. The winners will be announced in the spring.

Next meeting is Monday, December 4, 2023 at 5:00 pm.

Meeting was adjourned at 6:13 pm.