

Anne West District Library Board of Trustees Meeting

January 25, 2022

Meeting at Anne West Lindsey Library Conference Room

Meeting was called to order at 6:30pm by Allison Owen and a determination of a quorum was established with the following board members physically present: Heather Abell, Elaine Miskell, Sheri Hunter, Debbie Johnson, Allison Owen, Jim Koonce, and Bill Slider. Employees present were Mary Stoner and Jennifer Sigler, financial secretary. Visitor was Steve Sims.

Approval of the agenda was approved by all saying yes, after Jim Koonce had made the motion and Bill Slider seconded.

A motion to accept the minutes was made by Elaine Miskell, seconded by Sheri Hunter, with all voting yes.

In Public Comments, Steve Sims gave the operation manuals and owner's manuals and warranty paperwork. The Final Pay Request was also given.

In Communications, we received three tax letters from Williamson County. Three checks were received: \$608.75 from the Federal Housing Pilot District, \$26,046.65 from the Standard Distribution, and \$118.63 from the Interest Distribution. We also received an incident report, in which a young boy fell in the parking lot, and didn't notice he was bleeding until blood was on the table he was at. Child was fine and correct cleaning methods were utilized for the table he was at.

Jennifer Sigler gave the Financial Secretary's report. The November report was accepted, per audit, from the Board after Jim Koonce so moved, Bill Slider seconded, and all voted in favor. The December financial report was accepted, per audit, with a motion by Debbie Johnson and seconded by Elaine Miskell. All voted yes.

For the Library Director's reports, we accepted the November and December reports as one report. Jessi did a lot of teen programs during the school Christmas break, which was much appreciated. In February a new True Crime Book Club will start. Our Librarians are getting the programming back to Pre Covid numbers, which is much appreciated. The Director's report was accepted with a motion from Debbie Johnson; seconded by Bill Slider, and all approved from the Board.

In Board Action, per request from the Financial Secretary, Bill Slider motioned and Jim Koonce seconded that the Board move \$100,000 from the tax fund to the operating fund, will all voting in favor.

In Board Action from the Library Director, it was moved by Bill Slider and seconded by Elaine Miskell to take the invoice from Architechniques, Ltd. and use the Building Fund Memorial Fund to pay the \$11,353.58 bill. In another motion, Elaine Miskell made the motion to pay Stiles \$17,974.48 the money the library owes out of Special Reserve 1. This motion also carried unanimously.

In Committee Reports, Debbie Johnson went over changes made to our By Laws. With a motion by Bill Slider, and seconded by Sheri Hunter, the By-Laws were approved by unanimous vote.

In the Strategic Plan, the committee asked to add p. 30 to the 2019-2021 strategic plan. With a motion by Bill Slider, seconded by Jim and voted by the Board, this was done.

In unfinished business, the Board looked at the draft of the Harrison Bruce Plaque. We want to incorporate their new logo into the plaque if possible. Also, with a motion by Bill Slider and seconded by Elaine Miskell, the Board voted to open an account for the Library's use at 1st Southern Bank in Carterville.

In New Business, the Library received the Certificate of Status Non-Homestead Exemption Renewal and will file it with the County Office.

With a motion by Jim Koonce and seconded by Sheri Hunter, the Board went into closed session for the semi-annual review of closed session minutes. Coming out of closed session, with a move by Elaine Miskell and a second by Bill Slider, the Board went back into open session. The Board voted to release the closed session minutes to the public by unanimous vote.

In Trustee Training, the Board received their completion and certification from the State of Illinois Department of Human Rights on the 2021 Annual Sexual Harassment Prevention Training.

At 7:50 pm, with a motion by Heather Abell and a second by Elaine Miskell, the Board voted to adjourn. The next Library Board meeting is scheduled for February 22, 2022.

Respectfully submitted,

Debbie Johnson