

## Anne West Lindsey District Library Board of Trustees Meeting

Prior to the Anne West Lindsey Library Board of Trustee meeting being called to order, an oath of office was administered to Nancy Schmidt by President Allison Owen and Secretary Heather Abell Castlebery. The oath was fully executed by Nancy Schmidt and Heather Abell Castlebery. Nancy Schmidt was established as a new member of the Anne West Lindsey Library Board of Trustees, filling the vacant position created by the passing of Trustee Debbie Johnson.

The meeting of the Anne West Lindsey District Library Board of Trustees, on September 27, 2022, was called to order at 6:33pm CST by President Allison Owen and a quorum was established. All board members were present. In attendance were Heather Abell Castlebery, Elaine Miskell, Sheri Hunter, Allison Owen, Nancy Schmidt, Jim Koonce, and Bill Slider. Library Director, Mary Stoner, and the Financial Secretary, Jennifer Sigler, were present as well.

The approval of the agenda, a motion from Elaine Miskell, was seconded by Jim Koonce. Motion carried.

A motion to approve the minutes from the August 23, 2022, meeting was made by Sheri Hunter and seconded by Elaine Miskell. Motion carried.

No members from the public were present for the *Public Comments* portion of the agenda.

From the agenda item, *Communications*, Mary Stoner informed the Anne West Lindsey District Library Board of the following communication:

- (1) The Carterville Police Department provided a ban notice to a former patron of the Anne West Lindsey District Library.

The Anne West Lindsey District Library Financial Secretary, Jennifer Sigler, reported that four additional, fraudulent checks had been written against the Anne West Lindsey District Library's account at the Bank of Herrin.

A motion to approve the *Financial Secretary's Report* per audit was made by Jim Koonce and seconded by Sheri Hunter. Motion carried.

In the *Library Director's Report*, Mary Stoner reported the following:

- (1) The Adult Services program had a total of 85-patrons attend programming throughout the month of September 2022.
- (2) Amber Filbeck scheduled the Stone Soup Shakespeare performers, which is a highly patronized event. Canned goods for the Carterville United Pantry were collected at the performance as well.
- (3) The Children's program had a total of 72-patrons during the month of September 2022.

- (4) Children's Librarian, Abigail Wheatley had over 700-views on social media for her September 2022 programming.
- (5) Abigail Wheatley also created the *Baby-Sitters Club* Club, which will begin October 1, 2022.
- (6) The Teen Services program had a total of 70-patrons during the month of September 2022.
- (7) Teen Services Librarian, Katie Persinger hosted her first STEAM craft session on September 19, 2022, and she plans to host a craft session every Monday.
- (8) Library Director, Mary Stoner, reported 5,265-items were checked out during September 2022, which is an increase of 14% from September 2021.
- (9) Mary Stoner continues to work on memorials for Debbie Johnson.
- (10) Mary Stoner reported that she attended the Carterville Chamber of Commerce monthly membership luncheon on August 1, 2022, and donated items to be placed in the runners' bags for the Twilight 5K race.
- (11) Mary Stoner published the *Receipts and Disbursements* report in *The Courier*.
- (12) Mary Stoner reports renewing the database subscriptions.
- (13) Mary Stoner conducted the Anne West Lindsey District Library Board Trustee Orientation with Nancy Schmidt.
- (14) Mary Stoner submitted the *Illinois Public Libraries Annual Report (IPLAR)* to the State of Illinois Library.
- (15) Mary Stoner provided library staff with a revised list of registered sex offenders who have library cards.
- (16) Mary Stoner posted and published the pre-filing notice for the dates and times that election packets can be picked-up and returned to the library.

Jim Koonce made a motion to accept the *Library Director's Report*, and the motion was seconded by Elaine Miskell. Motion carried.

The Anne West Lindsey District Library Financial Secretary, Jennifer Sigler, requested that \$50,000 be transferred from Special Reserve 1 account at the Bank of Herrin to the new operating account at the Bank of Herrin.

A motion was made by Elaine Miskell and seconded by Sheri Hunter to transfer \$50,000 from Special Reserve 1 account at the Bank of Herrin to the new operating account at the Bank of Herrin. Motion carried.

The Anne West Lindsey District Library Director, Mary Stoner, made no requests.

Anne West Lindsey District Library President, Allison Owen, made no requests.

There were no committee reports.

Under the agenda item, *Unfinished Business*, the *Library Director's Evaluation* was tabled an additional month, due to the passing of Debbie Johnson, Anne West Lindsey District Library

Board Trustee and Personnel Committee member. Sheri Hunter, Bill Slider, and Nancy Schmidt will comprise the committee, and their report will be forthcoming.

Under *New Business*, Nancy Schmidt was administered the oath of office by President Allison Owen and Secretary Heather Abell Castlebery. Jim Koonce made a motion to approve the appointment of Nancy Schmidt as a trustee for the Anne West Lindsey District Library Board. The motion was seconded by Elaine Miskell. Motion carried.

Library Director, Mary Stoner, and Anne West Lindsey District Library Trustee and Treasurer, Elaine Miskell, will meet with the Bank of Herrin to discuss programs that can be implemented to prevent fraudulent banking activity in the future.

The Anne West Lindsey District Library Board Trustees received training concerning the *Per Capita Grant Checklist*. All trustees reviewed the checklists and are aware of the standards set forth in the checklist.

The next Anne West Lindsey District Library Board Meeting will be held on October 25, 2022.

A motion to adjourn was made by Heather Abell Castlebery and seconded by Jim Koonce. The Anne West Lindsey District Library Meeting adjourned at 7:38pm CST.

These minutes were submitted by Nancy Schmidt, Secretary of the Anne West Lindsey District Library Board.