

Anne West Lindsey District Library Board of Trustees Meeting

The meeting of the Anne West Lindsey District Library Board of Trustees, on October 25, 2022, was called to order at 6:30pm 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 Jim Koonce, was seconded by Sheri Hunter. Motion carried.

A motion to approve the minutes from the September 27, 2022, meeting was made by Bill Slider and seconded by Jim Koonce. Motion carried.

Under the *Public Comments* portion of the agenda, the Teen Services Librarian Katie Persinger and library staff support Trinity Roland were present and introduced as the newest members of the Anne West Lindsey District Library staff.

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

- (1) The first tax installment was received in the amount of \$314,324.25.

The Anne West Lindsey District Library Financial Secretary, Jennifer Sigler, reported on the Anne West Lindsey District Library's assets, profit and loss, the current profit and loss budget compared to the actual budget, and the check detail.

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

The *Fiscal Year 2022 Annual Financial Report* was provided to the Anne West Lindsey District Library Board. The *Fiscal Year 2022 Annual Financial Report* must receive approval of 3/5 majority vote. A motion was made by Elaine Miskell and seconded by Bill Slider to approve the *Fiscal Year 2022 Annual Financial Report* as presented. Motion carried, and the *Fiscal Year 2022 Annual Financial Report Form* was fully executed by Anne West Lindsey District Library Secretary Nancy Schmidt.

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

- (1) The Adult Services program had a total of 172-patrons attend programming throughout the month of October 2022, exceeding the goal of 100-patrons.
- (2) The Adult Services program will be collaborating with Heather's Bakeshop to offer a *Nailed It! Christmas Cookie Competition* for all ages, during the month of December.

- (3) The Adult Services program will launch an ongoing reading challenge called *100 Books before Graduation*, beginning in November,
- (4) The iDoctor technology repair shop will be offering iPhone classes for beginners in the coming months.
- (5) The Children's program had a total of 567-patrons during the month of October 2022.
- (6) The Children's program hosted its first *Babysitters Club* Club on October 1, 2022. There were 4-attendees, and they made morse code bracelets.
- (7) The Children's program had a total of 99-attendees, during the month of October 2022.
- (8) The Teen Services program had a total of 91-patrons, during the month of October 2022.
- (9) The take and make craft kits of Halloween spiders has been a huge hit with the tweens/teens.
- (10) The Teen Services program launched a virtual *Among Us* program and had a total of 4-attendees during the first event.
- (11) The Anne West Lindsey District Library Director Mary Stoner reported a total of 5,188-patrons during the month of September 2022.
- (12) Mary Stoner finalized work on the memorials for Debbie Johnson.
- (13) Mary Stoner attended the Carterville Chamber of Commerce monthly membership luncheon and introduced Katie Persinger as the new Teen Services Librarian.
- (14) Mary Stoner added data to the Google Sheets document to track programing attendance and reference questions answered.
- (15) Mary Stoner purchased materials in large print, periodicals, e-books, and audio/video collections.
- (16) Mary Stoner continued working on the maintenance binder.
- (17) Landscapes replaced the Jane Magnolia tree and 1-boxwood behind the library. They also planted a tree donated by the Carterville Garden Club.
- (18) Mary Stoner facilitated the first Green/Sustainability Committee meeting.
- (19) Mary Stoner assisted The Friends of the Library with their book sale.
- (20) Mary Stoner signed, dated, and mailed the IMRF account changeover documents.
- (21) Mary Stoner spoke to Teri Ingram at First Southern Bank about funds from the credit card machine company being deposited into the new checking account.
- (22) Mary Stoner attended a meeting with the Anne West Lindsey District Library Board members at the Bank of Herrin to discuss the recent fraudulent checks.

Sheri Hunter 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 \$100,000 be transferred from the tax account at First Mid Bank to the new checking account at the Bank of Herrin.

A motion was made by Bill Slider and seconded by Jim Koonce to transfer \$100,000 from the tax account at First Mid Bank 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: Protecting Library Funds*, the discussion was postponed, as the Bank of Herrin is awaiting more information regarding their positive pay program before presenting to the Anne West Lindsey District Library Board. The *Library Director's Evaluation* was tabled an additional month, as the committee comprised of Sheri Hunter, Bill Slider, and Nancy Schmidt will meet to discuss their final report before presenting it to the remaining Anne West Lindsey District Library Board members.

Under *New Business*, the Anne West Lindsey District Library Board Trustees received training concerning the *Family and Medical Leave (FMLA) Act*. 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 November 22, 2022.

A motion to adjourn was made by Sheri Hunter and seconded by Bill Slider. The Anne West Lindsey District Library Meeting adjourned at 7:25pm CST.

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