

## Anne West Lindsey District Library Board of Trustees Meeting

The meeting of the Anne West Lindsey District Library Board of Trustees, on November 22, 2022, was called to order at 6:30 pm CST by President Allison Owen and a quorum was established. In attendance were Heather Abell Castlebery, Elaine Miskell, Sheri Hunter, Allison Owen, Nancy Schmidt and Jim Koonce. Bill Slider was not present. 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 October 25, 2022, meeting was made by Elaine Miskell and seconded by Allison Owen. Motion carried.

Under the *Public Comments* portion of the agenda, the Bank of Herrin was not present at the October 25 meeting. The library board members will request a status update with the Bank of Herrin within 30 days to discuss receiving a reimbursement on our account. Jim Koonce made a motion to move several accounts in December to another bank, First Southern Bank in Carterville. The motion was seconded by Sheri Hunter.

Shariff Shakir was present and introduced. Mr. Shakir, of AES Solar, was asked to evaluate the high cost of the electricity bill at the library and if solar panels would be cost effective. Solar panels would be a viable option, but there needs to be a whole building energy analysis as to why the electric bill is so inflated. A discussion ensued on whether it's an insulation or H-Vac issue. Mary Stoner will make contacts to check on the Ameren bill.

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

- (1) The tax account deposit was made in the amount of \$164,202.94

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

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

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

- (1) The Adult Services program had a total of 156-patrons attending programming throughout the month of November 2022.
- (2) The Adult Services program registration has been completed for the *Nailed It! Christmas Cookie Competition* for all ages to be held on December 7, 2022.
- (3) The Adult Services program launched an ongoing reading challenge called *100 Books to Read in a Lifetime* on November 1<sup>st</sup>.

- (4) Dr. Deborah Burris, a retired music educator and teacher education professor, will give a reading of her new book, "*A Woman Called Murn*" on December 17<sup>th</sup>.
- (5) The Children's program had a total of 397-patrons during the month of November 2022.
- (6) The Children's program *Babysitter's Club* Club meeting was well attended with the girls making fashion plates designs, listening to KidzBop and talked Babysitters' Club.
- (7) The Children's program STEAM Stations continue to increase in popularity in November with capacity at 12 attending and one staff and two assistants.
- (8) The Teen Services program had a total of 96-patrons during the month of November 2022.
- (9) The Teen Services take and make craft kits of fall themed beaded pumpkins have been a big hit with the teens/tweens.
- (10) The Teen Services program *Among Us*, a virtual program game, has been slowly picking up popularity again.
- (11) The Anne West Lindsey District Library Director Mary Stoner reported a total of 5,351 items checked out during the month of October 2022, which is a 3% increase from the amount of items checked out in September.
- (12) Mary Stoner donated two copies of *The Story of Carterville* to the Lions Club for their anniversary celebration.
- (13) Mary Stoner added data to the Google Sheets document to track programing attendance and reference questions answered.
- (14) Mary Stoner continued working on the maintenance binder and the Director's Succession binder.
- (15) Mary Stoner sent documents regarding the new checking account to IMRF a second time.
- (16) Mary Stoner completed the process with the credit card machine company to have the credit card revenue deposited in the new checking account.
- (17) Mary Stoner purchased materials in Large Print, periodicals, E-book, and A/V collections.
- (18) Mary Stoner deposited monies from fines, copies, printing, fax charges, sales of books, reimbursements of lost or damaged books, and grants.
- (19) Mary Stoner met with the bookkeeper to finalize the account change with Quickbooks/Intuit and IMRF. The insurance audit was also completed.
- (20) Mary Stoner completed the PCI Certification for the credit card machine.

Sheri Hunter made a motion to accept the *Library Director's Report*, and the motion was seconded by Nancy Schmidt. 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.

Under the agenda item, *Committee Reports*, Nancy Schmidt, Heather Abell Castlebery, and Allison Owen will review the Anne West Lindsey District Library By-Laws. Sheri Hunter and Jim Koonce will review the Strategic Plan and Template.

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 next Anne West Lindsey District Library Board Meeting will be held on January 24, 2023.

A motion to adjourn was made by Sheri Hunter and seconded by Jim Koonce. The Anne West Lindsey District Library Meeting adjourned at 7:51pm CST.

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