

Anne West Lindsey District Library Board of Trustees Meeting
November 28, 2023

The monthly meeting of the Anne West Lindsey District Library of November 28, 2023 was called to order at 6:30 p.m. by President Heather Abell Castleberry and a quorum was established. In attendance were Elaine Miskell, Sheri Hunter, Jim Koonce, Paula Buritsch and Nancy Schmidt. Bill Slider was not present. Library director, Mary Stoner; staff member, Pam Alstat; financial secretary, Jennifer Sigler, and Nicole Young attended as well.

A motion to accept the agenda was made by Jim Koonce and seconded by Elaine Miskell. The motion carried.

Minutes from the October 24, 2023 meeting were read and approved with a motion from Elaine Miskell which was seconded by Sheri Hunter. The motion carried.

Under *Public Comments*, Nicole Young was introduced. She will be the new children's librarian at Anne West Lindsey District Library. A discussion ensued on shifting the memorial fund to a money market account. Teri Ingram from First Southern Bank will attend a future board meeting to discuss several account options.

Under *Communications*, Amber Filbeck submitted her resignation letter as the Anne West Lindsey Adult Services Librarian effective December 20, 2023. Mary Stoner reported the tax installment has been received from Ashley Gott, County Collector of Williamson County.

The *Financial Secretary's Report* was presented by financial secretary Jennifer Sigler. She reported on the library's assets, profit and loss, and operating budget vs. actual, July through October 2023; deposit detail and check detail for the month of October 2023. Jennifer reported Illinois State Comptroller, Susana A. Mendoza's Certification of 3/5 Majority Vote Form is waiting for documentation from the bank. A motion was made by Jim Koonce and seconded by Elaine Miskell to accept this financial report per audit. The motion carried.

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

- (1) Sara Pilger's memorial has been finalized.
- (2) The Friends of the Library continue preparing for the day of giving in collaboration with the Southern Illinois Community Foundation.
- (3) Work continues on accessing information about the library receiving Personal Property Replacement Tax from the City of Carterville.
- (4) Mary Stoner interviewed and hired a new Children's Librarian, Nicole Young. Her first day was November 27, 2023. A new Adult Services Librarian also needs to be hired.
- (5) Library staff attended Family Reading Night at Tri-C Elementary School.
- (6) The cookie decorating contest will be held December 13, 2023.
- (7) During the month of December, library staff processed 259 items and 27 new library cards were issued.
- (8) GiveSI Day of Giving starts Monday, November 27 at 5 p.m. and ends Tuesday,

November 28 at 10:35 p.m.

(9) Programming total for the month of November was 493 patrons.

Along with her customary Director's report, Mary Stoner presented reports from the other librarians. The Director's and Librarian's reports were accepted with a motion from Jim Koonce and seconded by Paula Buritsch. The motion carried.

Financial Secretary, Jennifer Sigler, requested that \$50,000 from the tax account at First Mid Bank be moved to the special reserve account at First Southern Bank. Jim Koonce made a motion to move \$50,000 from the tax account at First Mid Bank into the special reserve account at First Southern Bank. Paula Buritsch seconded the motion and the motion carried.

Jennifer Sigler also requested that \$150,000 be moved from the tax account at First Mid Bank to the special reserve 2 totaling \$200,000. Paula Buritsch made a motion to move \$150,000 from the tax account at First Mid Bank to the special reserve 2 account. Sheri Hunter seconded the motion and the motion carried.

A third request of Jennifer Sigler was to move \$50,000 from the tax account at First Mid Bank to the operating account at First Southern Bank. Jim Koonce made a motion to move \$50,000 from the tax account at First Mid Bank to the operating account at First Southern Bank. Sheri Hunter seconded the motion and the motion carried.

A final request of Jennifer Sigler was to move \$50,000 from the tax account at First Mid Bank to the payroll account at the Bank of Herrin. Jim Koonce made a motion to move \$50,000 from the tax account at First Mid Bank to the payroll account at the Bank of Herrin. Sheri Hunter seconded the motion and the motion carried.

A Certificate of Deposit will mature on December 16, 2023. The Finance Committee will need to meet to decide how to distribute these monies.

Under *Unfinished Business*, Mary Stoner continues working on accessing information from the library's attorney regarding receiving Personal Property Replacement Tax from the City of Cartersville.

The Anne West Lindsey District Library Board of 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.

Security camera options were discussed for the inside of the library and the parking lot. Sheri Hunter made a motion to hire Best Group LLC to install cameras inside the library and outside parking lots. Elaine Miskell seconded the motion and the motion carried.

Trustee training was discussed in which all businesses are required to receive annual sexual harassment prevention training. Mary Stoner will finalize plans and present her finding to the board in January.

The next Anne West Lindsey District Library Board Meeting will be held on January 23, 2024 at 6:30 p.m.

A motion to adjourn was made by Sheri Hunter and seconded by Elaine Miskell at 7:39 p.m.

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