

Anne West Lindsey District Library Board of Trustees Meeting
February 27, 2024

The monthly meeting of the Anne West Lindsey District Library of February 27, 2024 was called to order at 6:30 p.m. by Treasurer Elaine Miskell due to the absence of President Heather Abell Castleberry and a quorum was established. In attendance were Jim Koonce, Paula Buritsch, Elaine Miskell, and Nancy Schmidt. Heather Abell Castleberry, Bill Slider, and Sheri Hunter were not present. Library director, Mary Stoner; financial secretary, Jennifer Sigler; and Emily Bell attended as well.

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

Minutes from the January 23, 2024 meeting were read and approved with a motion from Jim Koonce which was seconded by Paula Buritsch. The motion carried.

Under *Public Comments*, Emily Bell was introduced as the new Adult Services Librarian as of January 29, 2024.

Under *Communications*, Mary Stoner reported tax money distributed by Williamson County Collector, Ashley Gott, was deposited at First Mid Bank. Also, Sheri Hunter attended the Energy TIF meeting on February 15, 2024.

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 2023 through January 2024; deposit detail and check detail for the month of January 2024. A motion was made by Jim Koonce and seconded by Paula Buritsch to accept this financial report per audit. The motion carried.

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

- (1) A check for Sara Pilger's memorial was deposited.
- (2) Mary Stoner completed the Library Certification process with the Illinois State Library and completed the ILL & Reciprocal Borrowing Statistical Survey.
- (3) Security cameras were installed in the building and on the poles in the parking lots.
- (4) Mary Stoner worked with Banterra Bank to set up a CD and switch the investment account to a Money Market account.
- (5) The Friends of the Library met February 26th. They are focusing on their membership drive for 2024. The Spring Book Sale will be April 11-13, 2024.
- (6) Thank you to the Carterville Lions Club for bringing back Family Reading Night.
- (7) Local businesses covered the cost of new chairs, a chair dolly, and toddler sized picnic tables at the library.
- (8) Award books were ordered for the teen collection.
- (9) Mary Stoner finalized and filed the Decennial report at the County Commissioner's office.
- (10) During the month of February, library staff processed 264 items and 36 new library cards

were issued.

(11) The program total for the month of February 2024 was 981.

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 Paula Buritsch and seconded by Jim Koonce. The motion carried.

Under *Committee Reports*, the By-Laws committee presented their revision of the articles and amendments. Nancy Schmidt made a motion to accept the By-Laws which was seconded by Elaine Miskell. The motion carried.

Under *New Business*, the Maintenance Reports from February 2023 and February 2024 were discussed with the top priority and secondary priorities checked off when completed. Jim Koonce made a motion to accept the Maintenance Reports with a second from Paula Buritsch. The motion carried.

IMRF changes coming in March 2024 were presented to the board. Changes include: employers will pay using a pre-authorized debit account, all payments will be invoice-driven, and payments are due by the 20th of the month or interest will be charged. Jim Koonce made a motion to table approving the preauthorized account at the Bank of Herrin till a future date. The motion was seconded by Nancy Schmidt and the motion carried.

The Security Camera Policy is designated to improve and enhance the safety and security of library users, staff, and property by discouraging violations of the Library's Code of Conduct. The Library shall post and maintain signs giving notice of the use of security cameras for monitoring and recording activity in public areas of the Library property, including parking areas. Paula Buritsch made a motion to accept the Security Camera Policy. Jim Koonce seconded the motion and the motion carried.

Trustee training was finalized in which all businesses are required to receive annual sexual harassment prevention training. All library staff, volunteers, and board members have received a code to claim their slot and create an account to complete the on-line training.

Paid Leave for All Workers (PLAW) Act which took effect January 1, 2024 allows workers to earn up to 40 hours of leave from work each year. A discussion ensued as to how the library staff is affected.

The next Anne West Lindsey District Library Board Meeting will be held on March 26, 2024 at 6:30 p.m.

A motion to adjourn was made by Paula Buritsch and seconded by Jim Koonce at 7:34 p.m.

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