

Anne Lindsey District Library Board of Trustees Meeting  
July 23, 2024

The monthly meeting of the Anne West Lindsey District Library of July 23, 2024 was called to order at 6:30 p.m. by Vice President Sheri Hunter due to the absence of President Heather Abell Castlebery and a quorum was established. In attendance were Jim Koonce, Bill Slider, Sheri Hunter, Elaine Miskell, and Paula Buritsch. Heather Abell Castlebery and Nancy Schmidt were absent. Library director, Mary Stoner and library staff, Pam Alstat attended as well. Financial secretary, Jennifer Sigler was also present.

A motion to approve the agenda was made by Bill Slider and seconded by Jim Koonce. The motion carried.

Minutes from the June meeting were read and approved with a motion from Bill Slider and seconded by Jim Koonce. The motion carried.

*Public Comments*, Mary advised this is the official Budget Hearing meeting. The annual report of receipts and disbursements for fiscal year beginning July 1, 2023 and ending June 30, 2024 was given to board members. Report is to be signed by Jennifer Sigler, Bookkeeper, Elaine Miskell, Treasurer, and Heather Abell Castleberry, President.

Under *Communications*, July 10<sup>th</sup> was the last of the Refuge Pilot Distribution in the amount of \$2,350.32.

The *Financial Secretary's Report* was presented to the board. Jennifer Sigler reported on the library's assets, profit and loss, and operating budget vs. actual, July 2023 through June 2024; deposit detail and check detail for the month of June 2024. Mary is going to check with Ben Craft with Banterra bank about our interest rate. A motion was made by Jim Koonce and seconded by Bill Slider to accept this financial report, per audit. The motion carried.

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

1. Ordered adult and pediatric CPR masks. The staff will need to renew their CPR training in the spring. Every 2 years the staff will attend a CPR training session.
2. Oversaw staff timesheets and PTO request forms. The staff is now using electronic timesheets through an app called toggl. So far it has been going smoothly.
3. Helped Emily move into the Teen Room.
4. Paid Worker's Comp insurance on July 1<sup>st</sup>

5. Worked with Marilyn on going through the First Aid kit. Mary has created a safety binder with a timeline of when items in the kit expire and need to be replaced. Marilyn was exceptionally helpful.
6. Received Per Capita Grant check
7. Worked with bookkeeper, Jennifer Sigler, on IMRF issues and the new electronic timesheets.
8. Prepared and emailed Director's report and meeting packets to Board members.
9. The Friends of the Library did not meet in July.
10. Continued work on Director's Succession binder
11. Renewed the library SAM.gov. This allows us to receive federal grant funds.
12. Created and sent support letter for Nicole in regards to a scholarship opportunity to pay for her registration and hotel stay for the ILA Conference in October.
13. Took 1 sick day in July.
14. Spoke to the Fire Chief about some library items in their storage shed. We will get together this Fall when it is cooler outside to go through them. He is also helping me with a grant for an AED machine.
15. Fire alarm went off on July 15<sup>th</sup>. Building was evacuated. The fire department came and investigated. A breaker was flipped in the expansion area. We can't determine where because the breaker is labeled "space". Mary has put in a call to Burke Electric.
16. Elaina Martin will be taking over Bayli's position as the water/weeding person in August. We wish Bayli the best as she takes on college.
17. The Annual Report now just goes to the Board. Does not need to be sent out to anyone else.

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 Elaine Miskell and seconded by Bill Slider. The motion carried.

*Library Board of Trustees Business*, Financial secretary Jennifer Sigler request we move \$60,000 from Special reserve II at 1<sup>st</sup> Southern Bank, to the operating account at 1<sup>st</sup> Southern Bank for the 24/25 Fiscal Year budget. Motion was made by Bill Slider to approve. Seconded by Jim Koonce. Motion carried.

Mary Stoner requested the approval of the Receipts and Disbursements Report, it will be published in the newspaper. Motion to approve and accept the annual report made by Bill Slider and seconded by Elaine Miskell. Motion carried.

Mary Stoner requested two board members read through minutes from last year. This is done for the Illinois Public Libraries Annual Report (IPLAR) which is sent to the state library each year. Bill Slider and Jim Koonce will look through them. The IPLAR is due September 1, 2024.

Under *Committee Reports*, Building Grounds, the library is considering guards for the gutters. A motion to allow Director to approve guards for gutter was made by Jim Koonce for up to \$1,500 and seconded by Bill Slider. A motion to approve by Jim Koonce and seconded by Elaine Miskell. The Director's Evaluation is tabled.

Under *Unfinished Business*, Personal property replacement tax is tabled until Heather Abell Castleberry is back. IDHS has a Work Force/Work Experience program that allows volunteers to work at the library that are paid for by IDHS (IL Department of Human Services). Jim Koonce made a motion to allow Mary Stoner to look into the agreement and has the authority to follow through on the agreement if she chooses. Bill Slider seconded the motion. Motion carried.

Under *New Business*, a motion to approve the Budget and Appropriation Ordinance 24-01 was made by Jim Koonce and seconded by Elaine Miskell. Motion carried.

The semiannual review of Closed Session Minutes was conducted. Motion to approve closed session made by Jim Koonce and seconded by Bill Slider. Bill Slider reviewing last closed session made a motion to open the closed minutes, seconded by Elaine Miskell. Motion carried. Motion was made by Bill Slider to open the closed session. Seconded by Elaine Miskell. Motion carried.

Trustee Training and Comments: Included in Board Packets was an email by Paula Buritsch to review, which included the SIU Foundation naming policy.

The next Anne West Lindsey District Library Board Meeting will be held on August 27th, 2024 at 6:30 p.m.

A motion to adjourn was made by Elaine Miskell and seconded by Bill Slider at 7:51p.m.

These minutes were submitted by Paula Buritsch, Trustee of the Anne West Lindsey District Library Board.