

LASALLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
THURSDAY, DECEMBER 7, 2023

Call to Order, Declaration of Quorum and Announcement of Visitors: Benassi

Public Comment: Suggestion box papers were read.

Present: Benassi, Braboy, Christopherson, Nieslawski, Parker, Zeglis, Wendt.

Absent: Jeppson, Klinefelter, Valle

Approval of the Agenda: A motion was made to approve the agenda as presented by Nieslawski and seconded by Zeglis. Motion carried.

Approval of October 2023 Minutes: A motion to approve the minutes from the October 2023 meeting was made by Braboy and seconded by Parker. Motion carried.

Treasurer's Report: The Finance Committee met before the meeting and reviewed the bills and the report. There was a change made to the report as a line item was placed in the report twice. The corrections were made. It was regarding the Witek CD amount. Line items from the City report were discussed, as some of the city items were not crossed out as they usually are by a city official. A motion to approve the Treasurer's Report was made by Christopherson and seconded by Zeglis. Motion carried. The Treasurer's Report showed account balances of \$3,974,470.81 with operating funds available as of 11/30/23 being \$827,997.57. The bills paid and to be paid for November was \$83,626.24. A Carus Trust Deposit was made on 10/31/23 in the amount of \$271,346.90.

Director's Report: Financial Committee met this month as well as the Personnel and Policy Committee. A new policy has been created which will be discussed later in the meeting. Progress made: Vanessa has completed training to run lists and clean up records. 1,742 items were found to be mismarked and not in the correct locations. Of those 1742 items 1300 were in children's section of the library. The Children's Librarian passed the blame to another employee. Wendt has done some weeding in the Children's Library and has found many discrepancies in just the first aisle. Examples being, books already removed from the system and still on the shelf, books that were reported as missing and paid that were found still on the shelf. The first aisle that Wendt has gone though only contains two shelves. Before the Display policy was made, the children's librarian would actually check out the books on display. One example is a book purchased in 2012 was checked out 18 times and 17 of those checkouts were made by the librarian for display. Part timers are working on going through these books to eliminate the books not checked out for a period of time. Vanessa will begin running these reports quarterly, so they can stay on top of the libraries content. Old Tech will be recycled. Computer Spa is taking care of this task. Old towers that are unable to be updated will be recycled. An upstairs closet is being turned into a Cleaning Closet. The Tech Tower is being cleaned off and the suggestion boxes are out on the floor of the library. Wendt will be out of the office 12/19/23 thru 12/27/23, she has requested Remote Hours of which the form is attached. North Central Council of Governments will assist the library with the Sam ID paperwork. A Social Media Policy has been drafted. This is to make more people eligible to make posts to the face book page, regarding things as library closures and other things that affect the public in regards to the library. A training proposal was made, specifically for Malerk to attend programs at other

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libraries and allow him the outreach to expand our programming here at the library. A New cordless phone has been ordered and will be installed. Wendt has interviewed two people for the custodian position. Ameren has contacted Wendt about changing the lighting to LED. Ameren will pay a large portion of this expense. There is an issue with a smelly floor drain in the men's bathroom. Zeglis suggested an oil based product, down there to eliminate the smell coming up due to evaporation of water in the trap. New catalog computers are up. Computer Spa thinks they have found the issue that Connecting Point was having with the computers. The migration of computers is planned for the 6th. The Computer Spa plan is pending. Vega has switched over, as well as Boundless (previously AXIS 360). The website should be ready by next month. Face book now and future of maybe instagram, commenting can be turned off for both. A motion was made to accept the Director's report as well as the work remotely hours was made by Braboy and seconded by Christopherson. Motion carried.

Programming Report and Youth Service Report:

a. Programming Report: Malerk's report on programs was made. Programs that are reoccurring include Teen Movie Nights, Adult coloring and Adult Book Club. Malerk has been doing well with in person programming, but is a little slow on online programming. Malerk has sent out emails to the contact list of online programs contact list with a note requesting options for their online programs. A motion was made to approve the Programming Report was made by Braboy and seconded by Zeglis.

b. Youth Services and Library Programming Report: The Youth services report was discussed. The board is concerned with the idea of activity lap blankets, the concern being the cleaning of the blankets when used by patrons. An idea for issuing a cleaning schedule for toys and other items in the Children's library was discussed. A motion was made to approve the Youth Services Report as presented was made by Braboy and seconded by Nieslawski. Motion carried. The statistics for Youth service were discussed after the report was approved. There was a concern for the Story time Stats. The board is concerned about the 4:00 pm time slot. The board feels that a morning time slot would be better.

c. Employee Letters: Letters were written by the part time employees as to what they have done and accomplished for the library during the last year. All part time employees were invited to write their letter. The board received three letters. The letters did convey happiness with their employ and learning a lot as they go.

New Business:

a. Next Year: Board meeting dates are scheduled for next year. January 24: February 28: March 27: April 24: May 22: June 26: August 28: September 25: October 23: December 4.

b. Contact List: An updated list of employees and Board members has been accumulated. Some corrections were made, and some will be made with a final copy ready at our next meeting.

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c. Closing and closed dates for 2023 and 2024: Wendt printed up a tentative schedule for the library for 2023 and 2024. A motion was made with some changes to accept the schedule by Zeglis and seconded by Parker. Motion carried.

d. Money Market Contact List: Wendt has made a contact list for the Money Markets at all the different institutions. Corrections will be made and printed for members and Wendt.

e. Per Capita Grant: The Per Capita Grant was reviewed and Wendt asked if there were any questions. The Grant was reviewed by all. Wendt will make suggested changes and wording and it will be ready for the next meeting. Wendt does have to go back into the Per Capita Grant, and make sure that it is in the Grant paperwork that we do not ban books.

f. Paid Time Off For All Workers Policy: Wendt has written a policy on how we will proceed with the passed legislation regarding Paid time off for all part-time employees. For all part-time and all new full time up to their first anniversary date. A motion was made to accept the policy as presented with a couple of wording changes by Zeglis and seconded by Parker. Motion carried.

g. Library of Things Policy for Checkout: This policy will include items outside of the technology items available for checkout. This does include items that were added to the library through the P & G Grants from past years. The policy will include wording mentioning kits. A motion was made to accept the policy for Library of things check out by Nieslawski and seconded by Zeglis. Motion carried.

h. Five Year Plan: A five year plan for the library was drafted by Wendt to give the library board and employees some direction for the next five years of progress within the library.

i. Reference Service Policy: Wendt has established a policy for Reference Services: this also includes a service fee for employees of the library doing research for an obituary for a fee of \$5.00. It was discussed that the employees that work at the desk need to start cross training another staff member in the use of microfilm and search for obituaries etc. A motion was made to accept the policy as submitted by Braboy and seconded by Christopherson. Motion carried.

j. Christmas Bonus and Discussion: A discussion ensued about Christmas bonuses for all employees. Wendt did leave the room when the board discussed her bonus. The bonuses were agreed upon by all board members.

Correspondence and Communications: None

Executive Session: None

Other: None

Adjournment: A motion was made to adjourn by Parker and seconded by Braboy. Motion carried.

Submitted by Nancy Nieslawski, Secretary

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