

LASALLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
WEDNESDAY, MAY 24, 2023, 6:30 PM

Call to order, declaration of quorum, and announcement of visitors: Benassi

Public Comment: None

Roll Call: Present, Benassi, Braboy, Christopherson, Jeppson, Klinefelter, Nieslawski, Parker, Valle, Wendt

Absent: Zeglis

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

Approval of April 2023 Minutes: A motion was made to approve the minutes for the April meeting by Valle and seconded by Parker. Motion carried.

Treasurer's Report: The finance committee met before the meeting and reviewed the Treasurer's Report and the list of bills paid and to be paid and they suggest that we approve the Treasurer's Report as presented. The Treasurer's Report showed account balances as of \$3,373,163.35, with operating funds available of \$1,395,621.85. The bills paid and to be paid totaled \$24,384.17. A motion was made to approve the Treasurer's report as presented and pay the April and May bills was made by Jeppson and seconded by Nieslawski. Wendt will be looking at rates for CD's locally, as the balance in the LaSalle State bank is sizeable. Moving \$600,000.00 from LaSalle State Bank and \$150,000.00 from Hometown and putting them into a more lucrative account.

Director's Report: Wendt reported on several topics including: grounds being cleaned up and Nancy planting flowers in the pots. Finale of audit for 2022/2023 is being worked on, new phones have been installed, lawn care began on May 23, new website work has begun and fees are due, the IPLAR stats are being worked on. Stats are going to start being taken diligently for the different programs held at the library by the different departments that are having the programs. Library files have been sorted and boxed. An employee complained about employee information in a file cabinet located in the history room, which is accessible by the public that are using the room that is only unlocked when patron's need access to those records. It was suggested that an exterior lock be purchased and put on the drawers containing the information. Another idea was to purchase a file cabinet with locking drawers to store the information. A bicycle was stolen from the library grounds, a photo was printed off from the security footage and turned over to the police. Wendt has purchased locks that are available at the desk, so that bikes can be locked up while on the Library's property. Another idea would be to put a bike rack in the alcove of the Third Street Entrance. New outdoor lights, we had a tech complaint about the mechanical room being hard to negotiate with everything that is in that room. Jeppson suggested that we put this on the agenda of the next Building and Grounds committee meeting. The clean team is down to two cleanings a week. We have a Home Depot bar code to obtain tax exempt purchases. Connecting Point is still working on getting Windows updated. A website plan has been selected and will cost \$38.00 per month. The Carus trust continues through December 31, 2024. Per Capita Grant has begun to be coded for purchases. The annual Library Certification has been completed. An internet watch site was

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discussed. This company would monitor facebook pages and websites for specific activities being mentioned by the public to keep the director aware of what's being discussed on social media. This service costs approximately \$200.00 a year. We will discuss this in the future. A cleaning supply service was discussed for equipment and cleaning chemicals. This will further be discussed at the Building and Grounds Committee Meeting. Wendt attended several meetings throughout the month. Circulation numbers are down , but accurate, as display books are not being checked out. Graphic novels are becoming popular and Wendt is wanting to expand our collection. Comics are becoming popular again and new issues are available on Hoopla. Wendt has worked on the Money Monsters Giveaway, May the Fourth Be With You Giveaway and informed us that Game Night has been cancelled. Adult Summer Reading has begun and the Monthly Adult Book Club continues. The Adult and Teen Services Program Coordinator Job Description has been created. A motion was made to accept the Director's report as submitted by Braboy and seconded by Klinefelter. Motion carried.

Programming Report and Youth Service Report: The Report was discussed and some additional comments were made regarding the progress of the weeding in the children's library. The Retirement Policy was discussed, Policy and Procedures committee is looking into that policy. Remote work was discussed, with a 4 hour limit, and Director approval. It will be discussed at a Policies and Personnel Committee Meeting. A motion was made to accept the Programming Report and Youth Service Report as presented was made by Valle and seconded by Christopherson. Motion carried.

Officers' & Committee Reports: A) Financial Committee report was made during the Treasurer's report. A motion was made to amend the 23/24 fiscal budget to include a new expense line titled, Educational Expense with a \$10,000 amount was made by Jeppson and seconded by Parker. Motion carried. Another motion was made to amend the bylaws for three of the officers to serve another term in their respective positions was made by Jeppson and seconded by Christopherson. Motion carried. B) Summer Reading Committee: Wendt Provided the information for the Summer Reading Programs Including the Adult, Children's and Teen Programs. A brief description including Themes and tracking of reading in each age category was given to the board. Prizes include Children appropriate prizes, LaSalle and other gift cards. The end of the adult/teen program drawings will be made, the grand prize is a Kindle Fire.

Old Business:

a. Summer Reading Committee: See Above

b. Plaque Quote: An additional Plaque has been ordered for the library to display donations in the amount of \$2,500.00 to \$10,000. which will be mounted on the main level of the library. A second plaque will be ordered to be mounted outside the meeting room. The Schwamberger donation is going to be used to update the meeting room. Benassi got a quote on carpet squares for the meeting room for \$6,800. That is a higher quality and we might be able to get a different kind for less. Wendt will get quotes for some different styles of tables for the meeting room.

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New Business:

a. Programming position description: The description has been developed and if any board members would like to be in on the interview process, we are to let Wendt know. Job openings are being posted on our facebook page, on a spot in the rails website and at IVCC. Wendt is having a problem with communication with employees. Wendt sets up a schedule of what's going on in the library and if others are aware of something else going on, they fail to inform Wendt of that particular event. Communication is key. Wendt brought this up at her West Of 47 meeting, and the other directors gave the suggestion about discussing this during the review process. Reviews have not been our policy, but they will begin in 2024. Wendt has received information on the Director's University Crash Course happening August 1-3, this is specific for Illinois Library Directors. Wendt will be obtaining a motel room for this seminar.

b. Website Update: Work continues on the website.

Correspondence and Communication: None

Executive Session: None

Other: None

Adjournment: A motion was made to adjourn the meeting by Jeppson and seconded by Klinefelter.

Secretary, Nancy Nieslawski