Monday, March 4, 2024 @ 6:30pm

The meeting was called to order at 6:31pm. Roll call was taken. Present were President Mike Wojcik, Secretary Carol Peterson, Trustees Deanne Frieders and Patty Walker and Director Angela Reitz. Treasurer Betsy Shapiro was present through the phone.

As we looked at the agenda, several changes were made. Under New Business, Record Mail Ballot Votes and Staff and Director Reviews were both crossed off the agenda. Under Pending Business, Incident Report Procedures was added, and Elections in April Coming Up was changed to Officer Elections

Deanne moved to approve the agenda for March 4, 2024 after the changes were made.

Patty seconded the motion. The motion passed unanimously.

There was no public wishing to speak.

The minutes from February 5, 2024 were read. There were a couple changes made. In the Director’s Report, it should have read, “In January, the Dungeons and Dragons Club met every Saturday and the crochet group met on Wednesdays.” Also toward the end of the Director’s Report, the sentence “The library was closed February 1 due to lack of staffing” was added.

After corrections were made, Deanne moved to approve the February 5, 2024 minutes. Carol seconded the motion. The motion passed unanimously.

We looked over the Treasurer’s report for the month of February 2024. Betsy let us know that the percentage for total expenses should be 91%, and she also said that we are under budget by quite a bit in spending for books/audiobooks. This Treasurer’s Report was not approved at this meeting. We will approve it at the April meeting.

Next we looked over the expenditures for the month of February 2024. It was brought to our attention that there is $6800 left in book spending and that it should be used by the end of March.

Carol moved to accept the expenditures from February 1, 2024 through February 29, 2024. Patty seconded the motion. A roll call vote was taken. The motion passed 4/0.

**Director’s Report**

Numbers for February 2024

Patron visits – 277

Materials checked out – Books-396, Audios-7, CDs-9, DVDs-132, Magazines-15, Games-6, Kits-7, and Other-0 for a total of 572

Interlibrary loans – 24 as a lender and 332 as a borrower for a total of 356

Reciprocal borrowing - ?

OMNI/Overdrive – 80 Ebooks and 70 eAudios for a total of 150

Axis 360/eRead Illinois – 2 Ebooks and 16 eAudios for a total of 18

eResources Combined Totals – (Axis 360 + Overdrive) – 82eBooks and 86 eAudios for a total of 168

Computer Usage – Computers-1; Wi-Fi- 41; Games-0

Eleven people attended the crochet program. There were 8 that played bingo on the 29th. Four attended the Clinton Chats. There was an average of 3 at the Dungeons & Dragons meetings.

Angela has sent in the Per Capita Grant and is waiting to hear back from that.

Two items were brought up under the Building Updates. One was that of getting new lights because some have burned out. The other item Angela brought up was the purchase of new staff chairs. There was a discussion and following that, Patty moved to allow Angela to spend $700 for three office chairs. Betsy seconded the motion. A roll call vote was taken. The motion passed 4/0.

Angela finished her report with a Technology Update. The upstairs computers are fixed now. Only one of the two computers downstairs works.

Angela also was speaking for staff when she asked when they would be able to use their accrued PTO from the new law that has been passed. Someone wants to take it in May. It is based on the average of hours they have worked. Betsy will figure it out.

**New Business**

Staff reviews have been completed by Angela, and Mike and Betsy did the director review.

We had previously discussed salary increases. No action was needed here.

Fines and Fees are tabled to next month.

**Pending Business**

The main point here is to set up some kind of procedure in the reporting of a medical or other emergency incident. Several items were brought up in our discussion. If it is bad, then call 911. Make sure that the date, time and who was there when it happened is in the report. If there is blood, then some kind of cleanup needs to be done. Take note if it was the fault of the library. Is it a medical issue? Angela will make up some form of template that we can look at next month.

Fiscal Year 2024-2025 Draft Budget – We have looked at this previously. The main things are the addition of a new category under General Expenses which is Bookkeeping, and that the library needs to spend 12% of our budget on materials, especially books.

Carol moved to approve the budget for the Fiscal Year 2024-2025. Deanne seconded the motion.

A roll call vote was taken. The motion passed 4/0.

**President’s Report**

Getting new books needs to be a priority. The staff will set up a Patron Request list.

PrairieCat has changed the link of their website which is causing some confusion.

**Open Discussion**

Deanne will not be here in April.

As far as the Summer Reading program, we were wondering if anyone was going to the schools to promote the program.

**Adjournment**

Betsy made a motion to adjourn the February 2024 meeting. Deanne seconded the motion. The motion adjourned at 8:22pm.

Respectfully submitted,

Secretary Carol Peterson