

## **CARLINVILLE LIBRARY BOARD MINUTES**

March 4, 2024

The Carlinville Library Board met in regular session on Monday, March 4, 2024. President Rosentreter called the meeting to order at 4:30 PM. Members physically present were Tom Emery, Diane Aikin, Sue Rush, Rosemary Clark and Dana Yowell, along with Library Director Hannah Miller. A quorum was present.

Public Comments and Correspondence: None

The regular minutes of the February 5 meeting were distributed to Board members prior to the meeting. A motion was made to approve the minutes as read.

A copy of the financial report was distributed to members prior to the meeting. Director Miller reported that she entered the depreciation adjustments for the 2022 audit which should reflect in the financial reports this month. A motion was made by Rush and seconded. The motion was carried with a unanimous roll call vote that the treasurer's report and paying of bills be accepted..

### **OLD BUSINESS:**

**PURCHASE OF NEW BOOK DROP:** More discussion was held on the new book drop. Director Miller presented two options and price quotes. The Board asked H. Miller her preference and she indicated the box from American Security Cabinet would best fit our needs. Clark made the motion to move forward to order the book drop from American Security Cabinet and was seconded by Aikin. A unanimous roll call vote was held.

**SIGNAGE FOR OUTSIDE THE LIBRARY:** H. Miller shared several different design and color combinations for refreshing the outside sign. All agreed on using subdued colors; blue with white letters. The two new banners will be colorful triangle designs with our phone number and website included.

**NEW HIRE:** The library received three job applications for the part time position. Erin Sanson will be the new staff member. Erin is studying for a Master's degree in Library Science. Her first day of training is March 8. Erin will be available to work Saturdays, Fridays and as needed.

### **NEW BUSINESS:**

**OMA OFFICER REPORT UPDATE:** Rosemary Clark reported on some new changes to the Open Meetings Act. Board members would be allowed to participate via "Zoom" for unexpected child care issues, family emergencies, etc. but not for vacations. The minutes should reflect who attends meetings physically or virtually.

**FORMATION OF BUDGET COMMITTEE:** Due to Treasurer Ziedler's extended health absence President Rosentreter and Director Miller asked Aikin to assist with the upcoming

budget preparation. H. Miller will draft the budget, Rosentreter and Aikin will review, then the committee will present their budget to the Board for approval.

**LIMRICC INSURANCE:** The Library Insurance Management and Risk Control Combination offers group health insurance to library employees. The first step is getting approval; H. Miller submitted the paperwork which is due March 8. More information to follow.

**YEARLY VOTE ON NON-RESIDENT FEES:** The library charges \$70 for a one-year non-resident library card. When we increased the fee in 2023, it was suggested not to change it again for some time. A motion was made by Emery and seconded by Clark to leave the non-resident annual fee at \$70. A unanimous roll call will be recorded.

**iLEAD:** Illinois Heartland has a new on-line series of library information available to all Board members. President Rosentreter and Director Miller encouraged all members to join and participate.

#### **LIBRARIAN REPORT:**

H. Miller reported she has completed a DECEO (Department of Commerce & Economic Opportunity) grant hoping to upgrade our computers as well as offer computer classes. No word yet as to who the award winners are.

12 new library cards were made in February (including one for the new family that our town is welcoming from Venezuela) and there were 7 non-resident card renewals. 2,558 total physical items were checked out with an additional 513 e-resources checked out on Libby.

Storytime remains popular, with 35 kids and their caregivers attending the four sessions in February. Ten kids came to Lego Club and Stop-Motion Animation had 5 kids.

“Cooking the Books” Cookbook Book Club met with a group of 8 to discuss and share recipes from any edition of the Betty Crocker Cookbooks. Next month's selection is the Home Extension Cookbook on March 21.

Director Miller is part of the group welcoming a Venezuelan family to town.

**ADJOURNMENT:** 5:25 PM

Submitted by Secretary Dana Yowell