

**Ella Johnson Memorial Public Library
109 S. State Street, Hampshire, IL 60140
Regular Meeting of the Board of Trustees
December 18, 2023**

Call to Order: President Linda Wallace called the regular meeting of the Board of Trustees to order at 7:00 pm.

Present: Trustees Kim Alberth, Pat Dumoulin, Morgan Kolecke, Suzanne Lattanzio, Linda Wallace, Judy Pokorny, and Karen Williams

Absent: None

Staff Members: Executive Director Stephen Bero, Youth Services Manager/Assistant Director Heather Swanson, and Recording Secretary Kimberly Luhman.

Public: Friends of the Library President Cathy Czopek, and Edwin Rivera of Lauterbach & Amen, LLC

Pledge of Allegiance: President Wallace led those gathered in the Pledge of Allegiance.

Changes/Corrections to the Agenda: None

Questions/Comments-Public/Media: None

Approval of Minutes: Motion by Trustee Dumoulin and second by Trustee Williams to approve the minutes from the Regular Meeting of the Board of Trustees held on November 27, 2023. The minutes were approved by voice-vote consensus.

Motion by Trustee Lattanzio and second by Trustee Alberth to approve the minutes from the Executive Session Meeting of the Board of Trustees held on November 27, 2023. The minutes were approved by voice-vote consensus.

Treasurer's Report:

1. Approval of Payrolls for November 2023. Motion by Trustee Dumoulin and second by Trustee Pokorny to approve November Payrolls in the amount of \$40,102.78. The payroll was approved by voice-vote consensus.
2. Financial Report-Trustees reviewed the monthly Financial Report prepared by J. Scott Chilton, CPA.

Director's Report:

1. Department Reports
2. Circulation/Programming/Database Statistics
3. PrairieCat Notes
4. Delegates Assembly Brief
5. Administrative Council Brief
6. Friends Minutes-December 5, 2023

Director Bero informed the board that he has contacted the Hampshire Police Department in regards to their flag pole project. Chief Pann will forward the information he has on the project and the installation cost. This would be a great time for us to have our own Eagle Scout Project. Our new Library Services Manager will be starting in January. We also welcome back Mary to the Children's Department.

President's Report: Trustee Wallace shared how much she is honored to be our Library Board President. She feels the library staff is doing a great job on programs, community outreach and over all working really hard. The board has been so supportive and working together cohesively to better the library. President Wallace is looking forward to a wonderful 2024.

Unfinished Business: Revised Fines Policy

Motion by Trustee Alberth and second by Trustee Lattanzio to adopt the Revised Fines Policy of overdue fines effective January 1, 2024. The motion was approved by voice-vote consensus.

New Business:

1. **Presentation of the Audited Financial Statement for fiscal year end June 30, 2023, by Edwin Rivera of Lauterbach & Amen, LLC**
 - a. The board was given a review of the audit. Edwin explained each section of the report and answered any questions that the board had.
 - b. Motion by Trustee Dumoulin and second by Trustee Lattanzio to accept the Audited Financial Statement for fiscal year end June 30, 2023. The motion was approved by voice-vote consensus.
2. **Approval of postponed bill payment for December 2023**
 - a. Motion by Trustee Williams and second by Trustee Kolecke to authorize Treasurer Pat Dumoulin to approve payment of bills for December 2023 later this month. The motion was approved by voice-vote consensus.
 - b. Preparation for Per Capita Grant 2024 application
3. **Appointment of ad hoc committee to conduct semi-annual review of executive session minutes.**
 - a. Trustee Williams and Trustee Pokorny will review the executive session minutes. Director Bero will send out possible dates.

Executive Session to consider the purchase or lease of real property for the use of the public body [5ILCS 120(c) (5)]. Motion by Trustee Pokorny and second by Trustee Alberth to enter executive session at 7:26 PM. The motion was approved by voice-vote consensus. Board returned to its regular meeting at 8:07 PM

Action as a result of Executive Session: None

Discussion: Trustee Williams will not be available for the January Board Meeting.

Adjournment: Trustee Dumoulin motioned for the meeting to be adjourned, seconded by Trustee Lattanzio. President Wallace adjourned the meeting at 8:08 pm. Closing of the meeting was approved by voice-vote consensus.

The next Regular Board Meeting is at 7:00 pm on Monday, January 22, 2024.

Respectfully submitted,

Kimberly Luhman, Recording Secretary

Karen Williams, Board Secretary