

**Ella Johnson Memorial Public Library
109 S. State Street, Hampshire, IL 60140
Regular Meeting of the Board of Trustees
November 27, 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: Jennifer Betancourt-Dewberry Architect, Susan R. Zurcher, and Keith Berkhout.

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

Changes/Corrections to the Agenda: None

Questions/Comments-Public/Media: Keith Berkhout addressed the board regarding a book that he would like the library to purchase. The board thanked him for coming in and will pass the information along to the manager that orders materials for that department.

Approval of Minutes: Motion by Trustee Kolecke and second by Trustee Alberth to approve the minutes from the Regular Meeting of the Board of Trustees held on October 23, 2023. The minutes were approved by voice-vote consensus.

Treasurer's Report:

1. Approval of Bills for November 2023, and Payrolls for October 2023. Motion by Trustee Lattanzio and second by Trustee Pokorny to approve November bills in the amount of \$33,700.06 and the October 2023 payrolls in the amount of \$30,977.60.
The bills and payroll were 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
 - a. Delegates Assembly Brief
 - b. Administrative Council Brief
4. Friends Minutes-October 10, 2023

Director Bero informed the board that the reason our flag is not flying on the building is due to a broken lanyard. We have a replacement flag, but we just need the lanyard fixed now. Staff have been doing training for the new catalog VEGA that has a release date of November 30th.

In recent weeks we have had patrons hiding books among the bookshelves. We can see who the patrons are from our security cameras. We will keep a watch over the situation.

Heather shared what a fantastic turnout there was for the Canadian Holiday Train that came through Pingree Grove. We handed out 100 books to the first 100 people that donated food. With this being the

first year of an annual event, Heather feels going forward there would be better ways for us to participate. There were food trucks, crafts, vendors, and music.

Friends of the Library had a wonderful silent auction with several donated items.

President's Report: Trustee Wallace wanted to keep her report short due to our presentation from the Dewberry architect. She would like an updated organizational chart.

Unfinished Business: None

New Business:

1. **Presentation by Jennifer Betancourt of Dewberry Architects**
The board was given an update on the progress of the property. Jennifer showed a slide presentation on each step that has been completed and a timeline for what is ahead.
2. **Ordinance 2023-11-01 Annual Tax Levy for Tax Year 2023.** Motion by Trustee Willams and seconded by Trustee Lattanzio to approve the tax Levy for Tax Year 2023. The motion was approved by voice-vote consensus.
3. **Draft of the Audited Financial Statement for fiscal year ended June 30, 2023.** Everything looks good moving forward. The auditors will be at the December Board Meeting.
4. **Proposed revision to the Fines Policy eliminating overdue fine.** Trustee Alberth would like to strike the \$5.00 processing fee. Heather Swanson would like to change the damaged item price from \$4.00 to \$5.00. Director Bero will prepare a second draft with the changes and have it available for the December Board Meeting.

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 Dumoulin and second by Trustee Pokorny to enter executive session at 8:00 PM. The motion was approved by voice-vote consensus. Board returned to its regular meeting at 8:25 PM

Action as a result of Executive Session: None

Discussion: None

Adjournment: Trustee Dumoulin motioned for the meeting to be adjourned, seconded by Trustee Alberth. President Wallace adjourned the meeting at 8:27 pm. Closing of the meeting was approved by voice-vote consensus.

The next Regular Board Meeting is at 7:00 pm on Monday, December 18, 2023.

Respectfully submitted,

Kimberly Luhman, Recording Secretary

Karen Williams, Board Secretary