

LASALLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
WEDNESDAY, FEBRUARY 28, 2024 6:30PM

Call to order, declaration of quorum and announcement of guests: Benassi We did have a guest in attendance, Chris Builta. He is interested in becoming a Board member and wanted to attend a meeting.

Public Comment: None.

Present: Benassi, Braboy, Christopherson, Jeppson, Nieslawski, Valle, Zeglis, Wendt

Absent: Klinefelter, Parker

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

Approval of January Minutes: A motion was made to approve the minutes from the January 2024 meeting by Zeglis and seconded by Christopherson. Motion carried.

Treasurer's Report: The Finance Committee met before the meeting and reviewed the report and the bills to be paid. Braboy touched on some points that were discussed in the Finance Committee meeting, it was discussed that Wendt would like to spend \$3,000.00 for acquisitions for our children's library, as the non-fiction area is really out of date, with no purchases since 20 . Also brought to the attention of the board was that Prairie Cat fees were going up by 5%. Jeppson reported that there is a delay on the state replacement tax income; it is about a couple of months behind, hence the discrepancy on the budget figures. The part time employees will top out at \$15.00 an hour. Bloomquist is scheduled to return the 15th of March. Braboy mentioned that at the Finance committee meeting a short discussion was made to think about increasing the nonresident fee for library cards. Wendt is going to ask at her west of 47 meeting what some other local libraries are charging for their nonresident cards in line with what their average tax bill amounts are for residents. LaSalle Library nonresident cards are available to Dimmick Township residents as well as Tonica residents. It was brought up that communication be made with Dimmick residents as to the availability of receiving a LaSalle Public Library card. The Treasurer's report showed account balances as of 02/24/24 of \$4,334,626.59, with operating funds available of \$945,116.34. The bills paid and to be paid for February 2024 totaled \$57,299.26. A motion to approve the Treasurer's Report and approve bill to be paid was made by Jeppson and seconded by Zeglis. Motion carried.

Director's Report: Wendt announced the upcoming committee meeting dates. Wendt is going to start scheduling 2 children's programming two Saturdays a month. There has been some interest in this time slot. Malerk is being trained to open the library; this will help on Saturdays, as it is the most difficult to staff. A classroom visit was mad on 2/21/ involving 9 students, with talking about applying for a library card for said students. Tax appointments are being made and are filled up. New toys and bins have been added to the children's library, along with a cleaning schedule for the toys located in the children's library. Weeding in Children's Nonfiction continues. The books being weeded are deemed not eligible for the Little Libraries as they are too old and out of date, 1,060 have been weeded out. Weeding is completed in the teen section. Zimmerlein has accepted the probation period paperwork. We will be working on a job description to be agreed upon for her position. Wendt is in discussion with Peru Library

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about digitizing the local newspaper, it would be about \$100,000.00, to be paid for throughout the years. The library had two little fires within the last month. One occurred on 02/05/24 in which the water heater in the employee break room started smoking, staff shut off power and called Wendt at home. Grasser's was called and the water heater was replaced. The other fire occurred on 02/15/24 was due to a Malfunction in a ballast that was being worked on by an electrician. Wendt was again called at home. The electrician changed the ballast and light fixture, as well as the other fixture outside to match. Wall hangings have been hung; the local history room continues to be organized. Carpet was replaced in the meeting room. The sprinkler system has been inspected. An order was made with Demco for bookcase ends, as the bookcase behind the desk does not have end caps. Three new printers have been installed and working, the tech tower has been torn down. Computer Spa removed the old tech from the building. Upcoming projects include replacing the patron computers, with the printer set up in the director's office. Computer Spa is working on a quote for new staff computers. The Carus trust will end December 31, 2024. The Illinois Public Library Internet Survey OPEN due March 30th. The Per Capita Grant has been submitted. Annual Library Certification is due March 30, 2024. Stats were presented. Hoopla grant will be paid to the city and they will reimburse the library. Library Road Trip Information was presented. A passport will be provided to patrons, and they will travel to specified participating libraries and their passports will be stamped at the libraries visited. Library of things is moving along. Summer reading Theme will be "Adventure Begins at Your Local Library". A motion was made to approve the Director's Report by Zeglis and seconded by Valle. Motion carried.

Programming Report and Youth Services Report: Malerk reported that Trivia Night was a success, the participation included 27 patrons. He is now planning the second one, and plans to do two a year. All upcoming programs were featured in his report. A Summer Writing Program is planned, with an outline of that class presented to the board. Statistics for programs were also presented. A motion was made to accept the Programming and Youth Service Report was made by Nieslawski and seconded by Braboy. Motion carried.

Officer's and Committee reports: Financial Committee meeting was reviewed during the Treasurer's Report; see above under the Treasurer's report.

Old Business:

a. Closing and Closed Dates: A discussion was started by Benassi on the paid holiday schedule. Christmas Eve, the library is closed and a paid holiday. Christmas Eve is not a federal holiday and not a state holiday. Benassi referred to the federal website regarding the federal holiday policies. Many other holidays were gone over, as well as the difference between full-time and part time employees. The discussion ended up with the decision that if Christmas Eve falls on a Sunday; employees will not be paid for that holiday. The policy will be written to amend the current policy.

b. Money Market Contact List: Updates for the contact information of everyone was done. This will help when certificates of deposit and or CDRS come due, decisions can be made at the time they need to be renewed and not have to wait for a board meeting.

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c. Social Media Policy: The board reviewed the policy as written and will formally vote for approval at the April meeting.

d. There was a lengthy discussion about the policy of FMLA leave and if it is requested twice during a specified period of time. Another topic discussed was time spent at the desks. The topic of part time hours in the Children's Library was discussed. Jeppson brought up the idea to keep in mind of hiring an assistant director.

New Business:

a. Resolution for R. Christopherson Hometown Signature Card: A motion was made for Rebecca Christopherson to be permitted to sign a signature card at Hometown Bank to become a cosigner on the checking account by Braboy and seconded by Valle. Motion carried.

b. Investment Management Plan for Board President and Director: With Klinefelter resigning, the signature cards at several institutions will have to be changed. Valle has volunteered to fill the void for Eureka Savings Bank. Signatures were collected from the Director and the Board President for Investment management, in the event of renewing an investment at a new rate, those two, can make a decision. Signatures of all Trustees were added to the Sheet. A motion was made to accept the signatures provided for the Investment Management Plan by Zeglis and seconded by Nieslawski. Motion carried.

c. Changes to Acquisitions Selection Policy: A discussion of the changes made to the Acquisitions Selection Policy was made. This policy was changed to be in line with the Per Capita Grant information shared. A motion was made to approve the change in the wording in the acquisition policy by Braboy and seconded by Christopherson.

d. P&D Sign Co. bid: A quote from P&D Sign Company to install a digital sign into the existing Stone frame sign located on the Library's property was discussed. We are going to hold off voting on this issue until next month. Jeppson also brought up the subject that a digital sign of this nature has to be approved by the City Council. Affected parties notified, such as neighbors in the event this action is approved. The idea of splitting the cost of this sign between this fiscal year as well as the next fiscal year was brought up. Half is due at the time of order and the other half at the time of completion.

e. Ameren Light Bid: This was already approved by the board; however there was an error in the amount. The original quote was for one light fixture, not the 58 that we have. It will still pay for itself in 14 months which is a great deal. A motion was made to approve the new proposal of \$1,429.00 by Ameren to change the bulbs to LED for the new quoted amount by Zeglis and seconded by Valle. Motion carried.

f. Children's Nonfiction Order: The Children's nonfiction library is going through a massive weeding project. A new order will have to be placed to replace those weeded with current books, the cost of this \$3,000.00. We received the Cricket collection arrived at the library in 2008 and a nonfiction book order

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has not been placed since then. The collection is very outdated. We are still good on the budget of acquisitions for this fiscal year. At this point in time they are not quite half way through the weeding and already have 1,060 non-fiction books deleted. The book order budget for the children's library will be reduced by \$200.00 a month in order for Wendt to continually add new non-fiction books to the children's library. A motion was made to add \$3,000.00 worth of books to the children's non-fiction inventory to make up for those books weeded and continue to be weeded due to age of the books was made by Braboy and seconded by Christopherson. Motion carried.

g. Grant Opportunity presented by Braboy: Braboy announced different grant opportunities through the offices of Durbin, Duckworth, and Underwood. The ideas Braboy had for applying for these grants was receiving digitized newspaper subscriptions for our clientele, new computers to replace the outdated patron computers and subscriptions for newspapers for low income elderly.

h. Walk Through: A walk through was performed by all members present, taking notes at all the different areas of the library walked through.

i. Website: A third person is needed to work on getting our website up and running. Valle is giving the library's phone number to a friend to contact Wendt about getting the website complete.

Correspondence and Communications:

a. The suggestion boxes contained book recommendations and a suggestion to amend our policy on wifi hot spot hardware without being a cardholder for a period of time.

b. Letters to the Board: Letters were received from R. Blomquist and Stupegia. They were distributed to all members present.

Executive Session: None

Other: None

Adjournment: A motion to adjourn the meeting was made by Braboy and seconded by Valle. Motion carried.

Nancy Nieslawski

Secretary