

LASALLE PUBLIC LIBRARY MEETING
BOARD OF TRUSTEES MEETING
JANUARY 24, 2024 6:30 PM

Call to order, declaration of quorum and announcement of visitors: Benassi

Public Comment: In a suggestion box, there was a complaint about our wifi hotspot policy. You have to have a LaSalle Public Library card for a period of 3 months before you are able to check one out. We will continue this policy for the security of our wifi hot spot equipment.

Present: Benassi, Braboy, Christopherson, Jeppson, Klinefelter, Nieslawski, Wendt

Absent: Parker, Valle, Zeglis

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

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

Treasurer's Report: The Finance Committee met before the meeting to go over the report and the bills to be paid. They do recommend the approval of the report as provided and the bills to be paid. A discussion was started on the transfer of \$100,000.00 from money market 2 to money market 1 to cover upcoming expenses. A motion was made to transfer \$100,000.00 from money market 2 to money market 1 by Klinefelter and seconded by Nieslawski. Motion carried. The finance committee also discussed at their meeting that the Director spending limit be raised from \$500.00 to \$750.00. A motion was made to increase the spending limit from \$500.00 to \$750.00 by Jeppson and seconded by Christopherson. The Treasurer's Report showed account balances of \$3,950,133.55 with operating funds available as of 12/31/23 being \$761,640.47. The bills paid and to be paid for December 2023 and January 2024 totaled \$53,901.63. A motion was made to approve the report as presented and to pay the bills submitted by Klinefelter and seconded by Nieslawski. Motion carried.

Vacation/Sick/Personal Day: Blomquist is using her vacation pay currently, but when that runs out and she begins FMLA, she will not receive any pay. However, her health insurance will still be in effect.

Director's report: Committee meetings are listed in the report and announced by the director. A custodian has been hired and things are going smoothly. Taxes are going to be done in the meeting room on Tuesdays. Children's and teen departments continue to be weeded. Children's department meeting was held (this was scheduled before the announcement of D. Blomquist FMLA leave) regarding cleaning of shelves, organizing crafts, story time etc. R Blomquist said she can do it all in 16 hours a week, Wendt said no, and it will be divided among the staff. R Blomquist reported to Wendt, when the best days were for her to work, because of the care of her sick mother. However, it was discovered that R Blomquist is now working for the Putnam County Library system, as well as ours. A Valentine's Program has been planned. Wendt will be on the road attending meetings. Wendt is partnering with Peru to see about getting newspaper services combining the two libraries for a subscription service for Shaw Media to be shared. Jeppson is checking into signage for the parking lot (No Overnight Parking). Connecting Point will be removing the old server. Computer Spa is wondering why Connecting Point is

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taking away the server. The library actually owns the server. There will be a Public Libraries Association meeting coming up in Columbus, OH, April 3rd-5th. It is actually 6 hours away, there is plenty of funds in the training budget to cover the expenses of \$488.00 plus hotel and meals. It will give Wendt knowledge and connections in the library community. Expo and workshops will be able to be attended. Wendt announced that her GPA is 3.8 for her classes. Wendt is requesting the payment of \$4500.00 to be used toward her college tuition. A motion was made to approve the disbursement of \$4,500.00 to Wendt according to the terms of our tuition reimbursement contract with Wendt by Klinefelter and seconded by Jeppson. Motion carried. Job descriptions will be worked on by the Policies and Personnel committee. A motion was made to accept the Director's Report as submitted was made by Nieslawski and seconded by Jeppson.

Programming report and Youth Service Report: Malerk submitted his report and has programs scheduled through May. Trivia night was rescheduled because of a winter storm. R. Blomquist submitted her report for Children's Services. A motion to approve the Youth Service and Adult Programming Report was made by Braboy and seconded by Nieslawski. Motion carried.

Officer's & Committee reports: The Finance Committee met before these evenings meeting as discussed above.

Old Business:

- a. FOIA/OMA: A couple of us still have some online training to do.
- b. Contact List: Updated with some more corrections that are needed.
- c. Paid Leave for All Workers Policy: City alterations to the policy. Unable to use the Paid Time Off until 90 Days after it begins.
- d. Money Market Contact List: Benassi and Wendt will decide on CD's and CDRS, staggering the dates. There will be a resolution at the next meeting.

New Business:

- a. FMLA Policy: A motion was made to accept the written up FMLA Policy which was presented by Wendt that was given to her by the City of LaSalle Attorney by Jeppson and seconded by Braboy. Motion carried.
- b. Ameren Proposal: A motion was made to accept the Ameren proposal to change out the bulbs in the building to a more efficient form of bulb by Nieslawski and seconded by Christopherson. Motion carried.
- c. Hiring a Full-Time Employee: Moving a part-time employee to 35 hours a week making the employee full time, and then the employee will be under a probationary period. Zimmerlein is the said

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employee. She is actually a cataloger which will be an advantage to the library. This will start on the February schedule.

d. Social Media Policy: The new policy will be written up for a vote in February, stipulating no more than 3 posts a day, all to be approved by the director. The option of No comments to be left will be started. Promoting LaSalle Public Library and getting the people in the door. Plus find out statistics when the best time to post media. Instagram may begin this summer. For copyright reasons, Photos of movies cannot be posted on the Facebook page. The policy will be written up and presented at the next meeting.

e. Committee Meeting Dates: Dates have been set by Wendt and if an additional meeting is needed, it will be put onto the schedule. There is a limit of 3 board members on a committee.

f. Closing and closed date compensation: We need to define days of Holidays and what is paid, also if the holiday falls on a Sunday, then what will be the policy.

g. Warming Center: This will be discussed at the next meeting.

Correspondence and Communications: None.

Executive Session: None.

Other: None

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

Respectfully Submitted,

Nancy Nieslawski, Secretary