

STREAOR PUBLIC LIBRARY
Board Minutes
August 20, 2024

President David Reed called the August meeting of the Streator Public Library Board of Trustees to order at 4:30 p.m.

Present were board members Sandy Austin, Jane Farero, Spencer Lawrence, Darcy Mollo, David Reed, Jack Schuler, Ellen Vogel, and Gary Wheeler and Library Director Melissa Badger.

President Reed administered the Oath of Office to new board member Marc Cheffer.

SECRETARY'S REPORT

Board secretary Jane Farero presented the minutes of the July meeting. Motion by Ellen Vogel to accept the minutes as presented. Seconded by Sandy Austin. Motion passed by voice vote.

FINANCIAL REPORTS

The financial report ending July 31, 2024 prepared by Lauterbach & Amen was presented. Motion by Spencer Lawrence to accept the report as presented. Seconded by Jack Schuler. Motion passed by voice vote.

Quinech has presented a bill for \$4,409 for computer work done while Cynthia Maxwell was director. The board agreed to allow the bill to be paid.

CORRESPONDENCE

No correspondence was presented.

LIBRARY DIRECTOR'S REPORT

Director Badger has completed the Workers' Comp and Financial audits.

The library has received a proposal for the replacement of the lights in the 2nd floor stacks.

The Ebsco database is up and running.

Fall programming is planned and dates are scheduled.

Angela Danko has resigned. Georgia Zito has been hired to fill the position.

A ten day advertisement was placed in The Times outlining an open janitorial position and a tech services position. Cost of the ad was \$500. Director Badger suggests that it is no longer necessary to place such an ad in the local newspaper when other options are available at no cost.

Director Badger has promoted Tiffany Webster to Assistant Library Director with HR responsibilities. Mrs. Webster's hours will remain the same with additional hours added only when needed.

Director Badger attended the Delegates Assembly on July 30, 2024.

The library has acquired a new collection of Playaways.

Director Badger made a presentation at the Area Ministerial Association meeting.

The library has received the Tech Grant funding.

Summer Reading had 318 signups with 208 individuals completing the program.

Director Badger will be attending West of 47, an area library director's group, on the 3rd Wednesday of each month.

The monthly staff meeting focused on library displays and program promotion.

PRESIDENT'S REPORT

President Reed provided board members with handouts on board meeting dates and times for 2025, library trustees contact information, trustees' term of office, and trustee committee assignments for the coming year.

COMMITTEE REPORTS

Building & Grounds/ Committee Chairperson Gary Wheeler has done some bush trimming around the library. The committee has not received any information on the replacement of the lights below the dome.

Financial/ The accountant with Lauterbach & Amen will meet with the board at the beginning of the September meeting to review the services provided by the company. The board is now getting a monthly accounting of items on the library's debit card.

Policy/ A Meeting Room Policy and a Collection Policy are ready for board approval

Fund Raising/ The Mini Golf Fund Raiser will be held on January 31 and February 1, 2025.

UNFINISHED BUSINESS

Director Badger presented a bid from Green Bee for \$3,422, which cover materials and labor, to replace 16 lights in the 2nd floor stacks. Motion by Gary Wheeler to accept the bid. Seconded by Ellen Vogel. Motion passed by voice vote.

The board has Director Badger to secure new bids on the replacement of the lights below the dome.

NEW BUSINESS

Motion by Ellen Vogel to accept the Meeting Room Policy presented by the Policy Committee. Seconded by Spencer Lawrence. Motion passed by voice vote.

Motion by Marc Cheffer to accept the Collection Policy presented by the Policy Committee. Seconded by Sandy Austin. Motion passed by voice vote.

Motion by Ellen Vogel to no longer advertise library positions in the local newspaper. Seconded by Darcy Mollo. Motion passed by voice vote.

Motion by Darcy Mollo to set the starting wage for the position of Assistant Library Director at \$17.50 per hour. Seconded by Spencer Lawrence. Motion passed by voice vote.

Director Badger outlined how the money from the Tech Grant will be spent.

Director Badger will be taking vacation days November 4-8.

Motion by Darcy Mollo to elect the following officers for 2024-2026;

President David Reed Vice President Ellen Vogel Secretary Jane Farero, Financial Officer Spencer Lawrence. Seconded by Marc Cheffer. Motion passed by voice vote.

There being no other business, the meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Jane Wreith Farero
Board Secretary

