

Mount Carroll District Library Board Meeting Minutes

March 13th, 2024

Call to order: by Marsha Foltz at 6:00 pm

Attendees: Board Trustees: Laurel Bergren, Virginia De Swarte, Marsha Foltz, Pat Folze, Tom Sorg

Library Director: Izzy Foltz

Guests: Alan Rosenberg, Gina Wilkinson

Absent: Val Ward

Roll Call: M.Foltz – present, P.Foltz –present, L. Bergren – present, T. Sorg –present, V De Swarte - present, V. Ward – absent

Agenda Approval: V. De Swarte/P.Foltz

Public Comment: None

Friends of the Library Report: Balance in checking account is \$3,200.36. Friends presented a check for the library's new AV system which provides the ability to conduct Zoom meetings in the library. Friends are investigating grants and looking for volunteers to continue the book sale at the Farmer's Market and to work a fundraiser event.

Secretary's Report Approval: P. Foltz/V. De Swarte

Financial Report Approval: T. Sorg/V. De Swarte

Payment of Bills Approval: P. Foltz/L. Bergren

Librarian's Report:

1. July Statistics – See Report
2. Programming –Childrens' programming attendance is growing and facebook traffic is increasing due to Lisa Stretch's marketing efforts. Lisa attended a Continuing Ed workshop in Dekalb to learn about having a program in conjunction with the upcoming solar eclipse.
3. New employee - Heather Franklin has been hired as librarian's aide and bookkeeper.
4. Internship – The library is partnering with BEST, a workforce development organization, to hire a young intern to help develop teen and young adult programming. Wages are paid by the BEST organization.

Committee Reports:

1. Building and Landscape Maintenance: (I. Foltz, Sorg) - no report
3. Finance: (Bergren, P.Foltz, M.Foltz, McDermott) No report.

On Going Business:

1. Construction Budget – Still awaiting approximately \$110,000 from the State. DCEO approved the waiver of the Illinois Works Program’s 10% Cement Masons apprentice requirement. The Secretary of State is initiating the release of the funds.
2. Railing Installation/Landscaping – Railing is on track to be completed and installed in a few weeks.

Old Business:

1. Yearly Audit –No report
2. **Review meeting room policy** – tabled at the previous monthly board meeting. Discussion centered around the evolution of the use of the room, library programming needs, and requests made. **P. Foltz made a motion to strike #2 from the policy to better align with current needs. V. De Swarte seconded the motion. Motion was approved.**
3. Open House/Library Celebration – The date of April 27th was discussed. A. Rosenberg mentioned that the Friends of the Library had been planning the event last year with P. Naples. Plans included a food truck, a special cookie, water. L. Bergren said the date needed to be cleared with the Secretary of State for his possible attendance as per the State Grant program officer.
4. Board retreat – date was set for April 13th at Lake Carroll.

New Business:

1. Swearing in of new board member – Gina Wilkinson was sworn in as Library Trustee by Director, Izzy Foltz.
2. Appointment of Vice President – tabled until the April retreat meeting.
3. Retirement/Recognition for recently retired Director, Pam Naples – It was decided to hold a reception/event to honor Pam on Saturday morning, April 20, 2024.
4. **New copier lease** – a proposal made by SBM (the current copier provider) was circulated. The copier is at the end of its 5 year lease cycle. SBM replaces the copier and maintains it throughout the five year cycle. The monthly lease cost is \$159.54 per month was slightly lower than the previous lease. The lease includes toner, service, and a specified number of color and black & white copies per month. **L. Bergren made a motion to approve the lease agreement. G. Wilkinson seconded the motion. Motion was approved.**

Adjournment: 6:55 pm by V. De Swarte/P. Foltz

Respectfully submitted, Laurel Bergren, Acting Secretary