

West Sangamon Public Library District  
Board of Trustee Meeting  
July 12, 2022

June Atkinson-Absent	Brian Bandy-present	Debbie LaKamp-Present
Linda Orr-present	Joel Sander-Absent	Allicent Smith-present
Rose Yarko-Lazzeri-Absent	Library Director Jeanine Benanti-present	

The July 12, 2022, meeting of the West Sangamon Public Library Board was called to order at 7:00pm by President Brian Bandy. Roll call was taken.

**Minutes of the previous meeting:**

A motion to approve the May 4, 2022, Minutes, as read and corrected, was made by Linda Orr. Debbie LaKamp seconded the motion. The motion carried 4-0

**Treasurer's Report:**

The Treasurer's report, provided by Joel Sanderson, reported that \$206,953.46 was held in the Savings/Money Market Account and \$5,840.01 in checking.

A motion by Debbie LaKamp was made to approve the Treasurer's Report. Linda Orr seconded the motion. The motion carried 4-0.

**President's Report:**

President Bandy reported that he received June Atkinson's resignation letter, dated May 3, 2022. He stated that we can stay with the current number of 6 board members, or we could appoint someone to fulfill June's term. President Bandy welcomed the name(s) of any individual(s) who would be a positive addition to the board.

**Director's Report:**

Director Benanti reported that:

- the library needs a Library Business Assistant. The following job description was provided for the board:  
"Part-time staff position, average 12-18 hours per week. Develop and maintain administrative filing system, process bills, maintain staff records, process paperwork for Retention Schedule for IL State Library, do journal entries from accountant, assist with QuickBooks payroll, update library website and Facebook page. Assist with donations, fill in at the Circulation desk, create pamphlets and artwork, and organize monthly displays for the display case. Contact Home Delivery patrons to coordinate reading lists.

**After discussion the position of a Library Business Assistant, working up to 20 hours per week; with a salary range of \$18-25 per hour, was approved 4-0.**

- Director Benanti continues to search for someone who is trained to cover the safety standards with the staff, training them to be informed and aware of difficult situations that may arise in the library. President Bandy will talk with Travis Malloy to help with this matter.
- A tentative 'first' look at the 2022-23 Budget was provided to the trustees. A motion to approve the tentative budget was made by Linda Orr. Debbie LaKamp seconded the motion. The motion carried 4-0.

### **Library Stats:**

- Adult participation in the Summer Reading Program was 80 children and adults.
  - Library parking lot was restriped (Furman) \$960.00.
  - Mike Chalcraft checked Exit lights and installed new outlet across from Circulation desk. \$302.00
  - Annual carpet cleaning (Clean Rite) \$467.94
  - Mobile Hot Spot was purchased (TechSoup) @\$120/year.
  - Fifty-box estate donation of hardbound books was given by Paul Mueller.

### **Friends of the Library:**

The Friends of the Library are meeting at the Catholic Parish Hall on July 13, 2022, to discuss the upcoming September 9/10<sup>th</sup> library bake and book sale.

### **Executive Session:**

A motion was made by Debbie LaKamp to move into Executive Session. Linda Orr seconded the motion. Motion carried 4-0.

A motion to leave Executive Session was made by Linda Orr and seconded by Debbie LaKamp. The motion carried 4-0.

### **Old business:**

As of this date, the 40" or 48" television has not been purchased for signage purposes.

### **New business:**

Director Benanti suggested that the "Board adopt a goal of adding on a meeting room to our rear parking lot and initiate an RFP for architect's drawing to rearrange the Circulation area over to the front window section. This will focus the staff work area in our Mystery section and make the present circulation area for public use. We could also relocate the Children's Room to the current Circulation area." A budget of \$55,000 was included in the report.

The discussion that followed suggested that we 'rethink' the space that we already have before investigating new space. It was also suggested to commission an architect to show all the possibilities. The Board asked Director Benanti to sketch out her vision/thoughts as to what she would like to have done.

Our next meeting will be Tuesday, September 6, 2022, @6:00pm.

7:30pm. A motion to adjourn was made by Allicent Smith. Linda Orr seconded the motion.  
Motion carried. 4-0

Respectfully submitted:

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Allicient Smith, Acting Secretary