

**Library Board Meeting
December 12, 2023
7:00 pm**

AGENDA

Call to Order

Public Comment

Friends of the Library Report

Secretary's Report

Treasurer's Report

Budget Report

Income

Bills

Librarian's Report

Old Business

Employee Evaluation Committee

Per Capita

New Trustee Ideas

New Business

Holiday Hours

Discuss purchase of new tablet

Updates to library meeting calendar

End of Year Employee Compensation

Closed session

Return to open session

Vote on End of Year Employee Compensation

Adjourn

**Homer Community Library
Board Meeting Minutes
Dec. 12, 2023**

Present: Chantelle Thompson, Joe Rice, Christine Cunningham Library Director, Becci Powers, Troy Schiff, and Casey Phillips

Absent: Jillian Weathers

Visitors: David Steckel, Homer VFD member and interested in the open HCL board position

Call To Order: Joe called the meeting to order at 7:03pm

Public Comment: Guest, David Steckel, stated that he has lived in Homer for 4 years now and is very pleased with how Homer's library is being ran.

Friends of the Library: Cindy Happ was not present for tonight's meeting

Secretary's Report: Becci moved to accept November's minutes, and Troy seconded. Motion carried and report approved.

Treasurer's Report: Becci reported that she will be moving 2 CDs into 3 month terms unless a better deal presents prior to their maturation. Other income to note is another tax levy check was received, a check in memory of a resident was sent in, and an annual donation from the Homer Auxiliary was dedicated towards books.

Budget Report: The grand total is \$120,510.49 with a loss of \$1,084.27. Collection of fines are up this month.

Bills: Troy moved to approve Visa Debit charges from Amazon, Dell, and ThriftBooks totaling \$687.17, Chantelle seconded, motion carried and approved. Chantelle moved to approve \$334.06 for Baker & Taylor, postage due to Village of Homer for \$30.91, and \$21.99 to Carey Area Public Library for replacement cost for a damaged interlibrary loan book and Becci seconded. Motion carried and approved. Other bills to note are: IL Dept of Revenue for \$60.99

Librarian's Report: See full report for updates about Christmas in Homer event, technical challenges, and IHLS Member Day in February. We agreed that Becci should have a dedicated flash drive to assist with computer/data backups.

OLD BUSINESS

Employee Evaluation Committee: Jill and Troy have completed the evaluations and will address in closed session during this meeting

Per Capita: Christine says it's going well, it's due Jan. 20, 2024. There were 3 items on her checklist that we need to work on: 1. The east back door has very poor lighting in the winter months and a solar light would be beneficial so we will explore type and placement; 2. We will be putting out a community survey to see if the library is meeting the public's needs and it will most likely be an Every Door Direct mailing through USPS; and 3. Have an official policy in place to outline the Freedom to Read right under the 1st Amendment (board slated to adopt draft at next meeting).

New Trustee Ideas: We have a community member present tonight that intends to put in his application for the vacancy

NEW BUSINESS

Holiday Hours: The library will be closed Dec. 23 - 25 and Dec. 30 - Jan. 1

Discuss purchase of New Tablet: A new device is needed to process Square payments and the budget money is there for it. We will also look into purchasing a square terminal and compare the benefits of each.

Updates to Library Meeting Calendar: Board will continue to meet on the 2nd Tuesday of each month for the new year.

End of Year Employee Compensation: Becci made a motion to go into closed session at 7:47pm to discuss said compensation, Casey seconded and motion passed. Closed session was digitally recorded and stored. Paper copy of details and subject matter recorded and will be submitted for approval at next month's meeting. Becci moved to return to open session at 7:51pm and Chantelle seconded and motion passed. Chantelle made a motion in open session to approve End of Year Employee Compensation as discussed in the amounts of \$175, \$50, and \$25 and Troy seconded. Motion passed unanimously.

Adjourn: Becci moved to adjourn meeting at 7:55pm and Chantelle seconded. Motion carried.

Submitted by Casey Phillips, Secretary