

Homer Community Library  
Board Meeting  
July 9, 2024

**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

    Every Door Direct Mailing of Community Survey

    Annual Sexual Harassment Training

    Membership/Programming Opportunities

    Marketing/Promotion

    School electronic registration

    Treasurer Audit Prep

    Renewal of Illinet/OCLC contract

New Business

    Policy Review

    Broadlands Festival

Adjourn

**Homer Community Library  
Board Meeting Minutes  
July 9, 2024**

**Present:** Jillian Weathers, Christine Cunningham, David Steckel, Joe Rice, and Casey Phillips

**Absent:** Troy Schiff, Chantelle Thompson, and Becci Powers

**Visitors:** none

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

**Public Comment:** none

**Friends of the Library:** Cindy Happ reported that the Educational Raptor Program on May 25 had excellent attendance with many last minute rsvp's and was very well received. For July 4th, the Friends provided balloons, helium, and treats for the library float that was supposed to be in the community parade but it was rained out. They brought the decorated golf cart to the Freedom & Music Festival at Village Hall and handed out treats, balloons and bookmarks to visitors. They are starting to plan their annual Tea Party (fashion show theme and costuming/sewing presenter) for in the Fall, and a book author signing event pending their availability.

**Secretary's Report:** Casey brought copies of June's minutes for review. David moved to accept June's minutes and Joe seconded. Motion carried unanimously.

**Treasurer's Report:** This month had notable income from the tax levy, earned CD interest, and membership dues. The Kirby Family made a significant donation of \$5,000 to the library for any and all needs as well!

**Budget Report:** Two months into the new fiscal budget year and the account balance is \$113,839.84 with a gain of \$5,361.98.

**Bills:** Casey moved to approve Visa Debit charges from Amazon, Thrift Books, and Michaels (for Summer Reading Program supplies) totaling \$195.32. Joe seconded and motion carried unanimously.

Joe moved to approve \$319.60 for Baker & Taylor and \$616.00 to Coast to Coast for ink cartridges and Casey seconded. Motion carried and approved unanimously.

Other bills to note are: IL Dept of Revenue for \$121.74

**Librarian's Report:** See full report on file for details. Christine is gathering memorabilia for the library's 50th Anniversary to share online and to help create displays and is also planning an Open House party to coincide with the celebration. Lots of cleanup, archiving, and organizing happening as they make room for newer materials and plan for the next book sale.

**OLD BUSINESS**

**Every Door Direct Mailing of Community Survey:** Christine looked into USPS current

parameters a larger postcard and will work with Chantelle to create marketing piece that include a QR code to take readers to a survey and promote exciting materials and opportunities & events offered through the library.

**Annual Sexual Harassment Training:** Board members are completing their training online and are sending a copy of their certificates to Casey and Christine for record keeping.

**Membership/Programming Opportunities:** no further opportunities at this time

**Marketing/Promotion:** We are currently working on a community survey and planning the 50th celebration, while the Friends are planning their annual programs along with manning the Pick-a-Pin table at the Broadlands Homecoming Festival in September.

**School Electronic Registration:** We will need to update the school with the library's current website and ask to include that information in an upcoming email to the students' parents.

**Treasurer Audit Prep:** no update at this time

**Renewal of Illinet/OCLC contract:** This contract was approved last month and we are waiting on the bill to come in to approve payment after review.

## **NEW BUSINESS**

**Policy Review:** Goal is to clean up the manual and make corrections, updates as needed. Jill will head that process as the board looks over the sections

**Broadlands Festival:** The Friends volunteered to man the Pick-a-Pin board and will have an info table with library materials on Saturday, Sept. 21.

**Adjourn:** Joe moved to adjourn at 7:56pm and Casey seconded. Motion passed.

Minutes submitted by Casey Phillips, Secretary