

Library Board Meeting
August 12, 2025
7:00 pm

Present: Marci Heiser, Becci Powers, Director Christine Cunningham, David Steckel, Chantelle Thompson, Joe Rice, and Casey Phillips

Absent: none

Visitors: Kelli McQueen (joining board tonight)

Call to Order: Chantelle Thompson called the meeting to order at 7:02pm

Public Comment: none

Appoint New Trustees: A motion was made by David for Kelli McQueen to fill the open position of library trustee and seconded by Becci. Motion passed with unanimous approval.

Oath of Office for New/Re-elected Trustees: Kelli McQueen was sworn in by board president, Chantelle. Welcome Kelli!

Friends of the Library Report: Cindy was not present tonight for an update. The annual bookmark decorating voting contest will continue until end of August. There are 14 submissions and voters choose their favorites by donating their change in the designated artists' jars. They are working on advertising the Strong Man Show at the Broadlands Festival and will feature the pick-a-pin fundraiser board at their booth again.

Secretary's Report: Becci moved to approve July's meeting minutes as amended submitted by Casey and Kelli seconded with a motion passing unanimously.

Treasurer's Report: We are 3 months through the budget year and July closed out with account balances totaling \$119,730.49 with a net gain of \$12,504.16.

Budget Report: We have spent just over 32% of the budget for this fiscal year. We have now received over 53% of our estimated working/predictable income for this year due to receiving the predicted tax levies and technology grant this past month.

Income: This month's bulk of the income came from \$8,700 in tax levies received and the \$12,500 technology grant. Total July Income was \$21,366.97 with a Year to Date Income less expenses increasing to \$9,227.52.

Bills: Joe moved to approve Visa Debit charges totaling \$460.98 from Amazon, Lakeshore Learning, Good Housekeeping, and Demco. Marci seconded and the motion passed unanimously.

Joe motioned to approve payment to Baker & Taylor for \$158.71 and Casey seconded with motion passed unanimously.

Other Bills to Note: IL Dept. of Revenue for \$118.97, Puzey & Wright \$285, US Treasury \$1,462.03, IL Employment Security \$51.09, and RAILS eRead \$375.

Librarian's Report: See report for further details. Parking lot maintenance was rough due to poor communication from the company on closures so library updates to the public were last minute. She did gain a couple new household sign ups during that process though! The C/U Herb Society graciously donated \$50 to aid in purchasing herb related materials. The PPRT process is moving along and the Village has submitted a payment plan.

Old Business

Update: Annual Report to Mayor: TBD, working on a draft

Update: FY 2025 Technology Grant: HCL was approved to receive a technology grant totaling \$12,500 that we'll need to report back to every quarter with our expenses, and we have 2 years to use it (June 30, 2027). We need to decide priorities now that the children's computer has been ordered, like maybe more e-reader tablets? We will discuss further as needs arise while making a long term plan.

Children's computer is now set up and next larger needed item on the list would be a laptop to help with Mobile presentations. We will begin looking into options for that.

New Business

Approve Revised Budget (Technology Grant): Joe moved to approve the 2025-2026 budget with changes made to include the now received \$12,500 technology grant (total grants line item now at \$12,800) and will assign that income to the following: \$1,000 to eBooks (total line equaling \$1,000) and \$11,500 to equipment (total line item now \$12,500). David seconded and motion was approved unanimously

Policy Review: David and Christine have started working on the digital consolidation and formatting of the policies to upload to the website and the employee policies will be separated into a second book for easy access and updating.

David has created 2 separate files' an external file for website for the public and an internal file for the library that includes the staff policies. He will email these to the board for review.

Broadlands Festival: Festival will be Saturday, Sept. 20 and the Friends of the Library is working with Christine on hosting a guest slot in the schedule with an ABL graduate that is a Strong Man performer. Friends will also run Pick-a-Pin and appreciate any donations of small prizes appropriate for grade school kids.

eRead Illinois Renewal: paid and done

Banned Book Week Planning: This is set for the last week of September and then Christine is planning a month of displays in October and would appreciate the help and input for this process. Kelli stated that she would like to help Christine with the project.

Community Day: The library will have a STEM table set up.

Accept President's Resignation: Chantelle submitted her resignation through email to the board members this past week. Marci moved to approve her total resignation from the library board, Casey seconded. Motion carried. Thank you for your services Chantelle!

Adjourn: Becci moved to adjourn the meeting at 8:22pm, and Joe seconded with motion passing unanimously.

Next scheduled monthly meeting: Tuesday, Sept.9, 2025 @ 7:00pm

Minutes submitted by: Casey Phillips, Secretary