

West Sangamon Public Library District
Board of Trustees
June 4, 2024
6:00 p.m.

Meeting called to order at 6:00 p.m.

Roll Call

Brian Bandy – present
Jennifer Nelson – absent
Allicent Smith – present
Joel Sander – absent
Debbie LaKamp – absent
Linda Orr – present
Rose Yarko-Lazzeri – present

Minutes from April 23, 2024, regular meeting were approved. Motion by Linda and 2nd by Rose. Approved by voice vote 4-0.

Minutes from May 16, 2024, open session were approved. Motion by Linda and 2nd by Rose. Approved by voice vote 4-0.

Minutes from May 16, 2024, closed session were approved. Motion by Linda and 2nd by Rose. Approved by voice vote 4-0.

Treasurer's Report:

Approved April treasurer's report. Motion by Linda and 2nd by Rose. Approved by roll call 4-0.
Approved May's treasurer's report. Motion by Rose and 2nd by Linda. Approved by roll call 4-0.
Checking account balance (per Allinson): \$8,684.80
Money Market savings account balance (per Allinson): \$31,090.48

President's Report:

Mark A. Steger has been hired as Library Director and will begin on June 24th.
An **Oversight Committee** will be formed to help transition the new director with understanding the library's policies and procedures, partnering library systems, documenting full and part-time employee work/vacation hours, and reporting a monthly financial summary.
Appreciation for Allinson's library leadership and financial work, and for all the staff's continued work between directors, was appreciated by all.
A copy of WSPLD Profit & Loss, July 1, 2023-June 4, 2024, was provided.
A letter was received from the Secretary of State confirming that the library was awarded a grant in the amount of \$6,531.03.

Director's Report: (Submitted by Allinson Hermes, Business Assistant on behalf of the library.)
The employees have met with the new director, Mark Steger, and feel he will be a good fit for our library.

Summer Reading Program (May 28-July 5, 2024) has begun with 75 kids/adults signed up so far. The first week of Summer Reading welcomed 18 kids and 11 adults at story time.

The Friends of the Library purchased several items for the library: 4 Beatrice Potter prints, infant changing table, and a new shelf for the graphic novels.

The 1st installment of tax money arrived on May 24th (\$41,649.55).

The library will be closed June 11-15, during the Sangamon County Fair. Carpets are usually cleaned during that time.

Friends of the Library: none

Committee Reports: none

Old Business:

The West Sangamon Public Library District 2024-2025 Tentative Budget (2nd read) was approved. **Motion by Linda and 2nd by Rose. Approved by voice vote 4-0.**

New Business:

The West Sangamon Public Library District Vacation Policy for Part-time Employees was approved. **Motion by Linda and 2nd by Rose. Approved by voice vote 4-0.**

Consideration for ways to thank the library staff for carrying on business as usual, during the interim without a director, was discussed. A Staff Appreciation Week will be planned for the week of July 8-13. Rose has agreed to spearhead the event. The Friends of the Library will be included in the planning.

Next meeting is July 2, 2024, at 6:00 p.m.

Adjourned at 7:23 p.m. Motion by Allicent and 2nd by Linda. Approved 4-0

Respectfully submitted,

Allient Smith on behalf of Jennifer Nelson, Board Secretary