

West Sangamon Public Library District  
Board of Trustees  
October 1, 2024  
6:00 p.m.

Meeting called to order at 5:55 p.m.

**Roll call**

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

**Minutes from September 5, 2024, meeting** were approved. Motion by Debbie and 2<sup>nd</sup> by Allicent.  
Approved by voice vote 6-0.

**Treasurer's Report:**

Approved treasurer's report. Motion by Jen and 2<sup>nd</sup> by Rose. Approved by roll call 6-0.  
Checking account balance \$14,652.78  
Money Market savings account balance \$122,806.55

**President's Report:**

None

**Director's Report:**

Final tax levy filed with Sangamon and Morgan counties.  
New card catalog went live 9/4/24.  
Friends of the Library sale was successful.  
Researching time keeping systems; hope to report on choice at November meeting.  
Implemented weekly zone system to deep clean and shelf read 1 section of library each week; whole library will be done every 13 weeks.  
Baby changing table installed.  
Reviewing policy and procedure manual.

**Committee Reports:**

None

**Friends of the Library:**

None

**Executive Session:** none needed

**Old Business:**

Final tax levy for approval. Motion to approve as presented by Jen and 2<sup>nd</sup> by Allicent. Approved by roll call 6-0.

Job descriptions for page, library director, circulation clerk, and business assistant presented. Motion to approve as presented by Jen and 2<sup>nd</sup> by Allicent. Approved by voice vote 6-0.

**New Business:**

Informational only—three seats on the board will be up for election on April 1, 2025 (2 6-year terms and 1 4-year term). Petitions for signatures can be circulated now. The filing period is November 12-18, 2024, with the secretary of the board.

Next meeting is November 5, 2024, at 6:00 p.m.

Adjourned at 6:56 p.m. Motion by Joel and 2<sup>nd</sup> by Rose. Approved 6-0.

Respectfully submitted,

Jennifer Nelson, board secretary