

IL Library Board of Trustees Meeting Minutes **December 21, 2023**

- **Call to order @ 4:35pm**  
**Present:** Susan Rollings, MJ Rathbun, Bev Cannan, Ben Conboy, Beth Lomnitzer, Pam Howard, Chelsea Provost  
**Not present:** N/A
- **Public Comments 5 minutes - N/A**
- **Review and approve minutes from prior meeting**
  - **Pam made a *MOTION* to approve November 2023 minutes; **MOTION** seconded; **MOTION** passed**
- **Review directors report**
  - **MJ made a *MOTION* to accept Beth S retirement from library staff; **MOTION** seconded; **MOTION** passed**
  - - **Chef Darrell's cooking day in February; no date yet; volunteers still needed; Susan to meet with him in January**
    - **New TV to be installed above ADK books**
- **Review and approve payment of bills:**
  - **Ben made a *MOTION* to approve paying of bills; **MOTION** seconded; all in favor; **MOTION** passed**
- **Report of Special Committees**
- **Old business:**
  - Sexual Harassment Policy (SALS recommendation)
  - **MJ made a *MOTION* to accept this policy; **MOTION** seconded; **MOTION** passed**
  - **New Library Signs;** still haven't asked if Friends but Susan should still write a check for it for 2023 (as per Pam); if Friends end up paying for it, it would be incoming \$ for 2024.
- **New Business:**
  - April 8th Eclipse, Susan applied for grant and has received 500 glasses
  - Welcome Chelsea Provost starting January 2024
  - Thank you to Pam for her service as member of Library Board
- **December Policy review:**
  - **Public Space Policy, including:**
    - Accessibility/ADA Statement
    - Exhibit/Posting
    - Incident Report Form

- Meeting Space/ Equipment
  - Patron Behavior / Code of Conduct
  - Patron Complaints
  - Programming
  - Unattended Children
  - Vulnerable Adults
- **MJ made a *MOTION*** to accept the Public Space Policy as written; **MOTION** seconded; **MOTION passed**
  
- Plan for January Policy review:
  - **Safety, including:**
    - Emergency Plan
    - Fire Safety
    - Opioid Prevention Measures.
    - Disaster Recovery
    - Workplace Safety/ Violence Prevention
    - Active Shooter Procedures
  
- **Executive Session**
  - Reason: **N/A**
  - Time in:    Time out:
  - Action taken after executive session:

***Next Meeting January 18, 2024 at 4:15pm***

***MOTION*** by MJ to adjourn; **MOTION** seconded; **MOTION passed**  
**Meeting Adjourned @ 5:35pm**