

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

- **Call to order @ 4:15pm**
Present: Susan Rollings, MJ Rathbun, Ben Conboy, Beth Lomnitzer, Pam Howard,
{*Guest present: Chelsea Provost*}**Not present:** Bev Cannan

- **Public Comments 5 minutes - N/A**

- **Review and approve minutes from prior meeting**
 - **Ben made a *MOTION*** to approve October 2023 minutes; **MOTION** seconded;
MOTION passed

- **Review and approve payment of bills:**
 - **Increase budget for...**
 - **Librarians Supplies: leave as is**
 - **Seminars: leave as is**
 - **Beth made a *MOTION*** to approve paying of bills; **MOTION** seconded; all in favor; **MOTION passed**

- **Review directors report**

- **Old business:**
 - **2024 Budget notes:**
 - **Librarians Supplies: leave as is**
 - **Seminars: leave as is**
 - Library signs update from Ben
 - Pricing (projected costs): Road sign: \$1100; Sign on building: \$950
 - December - Scheduled to be built
 - Could deliver mid- January
 - Bill signs as “accounts payable” and they will be included this year’s budget (as per Pam)
 - Also ask Sign Guy to build small signs for the 2 Little Libraries (Blue and Indian)
 - Phone bills : Pam hasn’t gotten them yet, Susan will follow up. (Pam needs 1 year’s worth of bills)
 - Insurance company said that we have not met deductible yet so damaged books have to come out of our budget; most will be replaced

 - **MOTIONS:**
 - **MJ made a *MOTION*** to pay for PT while FT staff goes to meeting, **MOTION** seconded; all in favor; **MOTION passed**
 - **Ben made a *MOTION*** to pay for kids room supplies (table, rug, toy cab and supplies cab), **MOTION** seconded; all in favor; **MOTION passed**

- **POLICY REVIEW for November** - update and renew vote on:
 - **Circulation Policy, including:**
 - Customer Service
 - Lending Rules
 - Patron Confidentiality.
 - Non-Resident Borrowing
 - Law Enforcement Inquiry
 - **Beth made a *MOTION*** to accept newest version of Circulation Policy, **MOTION** seconded; all in favor; **MOTION passed**

- Next up for 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

- Plan for January Policy review:
 - **Safety, including:**
 - Emergency Plan
 - Fire Safety
 - Opioid Prevention Measures.
 - Disaster Recovery
 - Workplace Safety/ Violence Prevention
 - Active Shooter Procedures

- **New Business:**
 - Replacement for Pam (starting with January meeting) - Chelsea (will be getting paperwork from Susan soon; in January she will get sworn in by Julie Clawson)

- **Executive Session**
 - Reason: N/A
 - Time in: Time out:
 - Action taken after executive session:

Next Meeting December 21, 2023

MOTION by MJ to adjourn; **MOTION** seconded; **MOTION passed**
Meeting Adjourned @ 5:14pm