

Harrisburg Public Library District - Board of Trustees Meeting Minutes
Wednesday, December 13, 2023

The regular meeting of the Board of Trustees of the Harrisburg Public Library District was called to order by President Janet Jones at approximately 5pm. Those in attendance were Trustees David Berry, Robert (Bob) DeVillez, Denise Drue, Kelly Phelps, Emily Sumner, Sally Wofford, and Library Director, Krystal Gulley. No visitors were present.

Consent Agenda:

Sally Wofford made a motion to accept the Consent Agenda as presented. David Berry provided a second to the motion. The motion carried unanimously via roll call vote.

President's Report:

*****HOUSE TOURS** – This year's House Tours were great. 175 tickets were sold yielding \$3510.00. Kelly was the float worker between houses which really worked out well. Advertising was done via social media as well as WEBQ and WSIL; unfortunately, we never heard back from the newspaper. Janet sent thank you cards to all the hosts who so graciously made their homes available. Suggestions for next year include having at least 2 workers per house, selling tickets online via Event Bright, and purchasing a new Shelfie. Using the online feature will allow those who live out of town to make a purchase without driving all the way into the library and will help generate a list for future events. Potential hosts next year include Lori Storms, Patty Wilson, Hannah Drake, Luke O'Neal and Gloria Tison. Please note that Ms. Nina Brown is usually available to work as well. When planning next year's date, please be mindful of the 2024 December calendar as December 1st is on a Sunday following Thanksgiving.

*****Survey/Strategic Plan** – Janet and Krystal have reviewed and tweaked the survey. At a minimum, it will be available online, via paper/pencil at the main desk, along with some distribution. Janet expects the committees 1st meeting to take place in March, followed by 2 in April, and 1 final meeting in May. When seeking potential committee members remember we want to have a diverse group who are willing to meet 4 times (as outlined above) for approximately 2 hours each time. If someone agrees to be on the committee, please give Krystal their name, address, email, and phone number. There will be at least 1 TAB member on the committee as well. Krystal will send the survey out to the Board prior to it being made public. It is hoped that the survey will be out by the 2nd week in February.

Correspondence/Communications – None

Committee Reports:

*****Finance** – Sally Wofford made a motion that the unanticipated amount of \$17,500 received from the City of Harrisburg be placed in a separate CD identified as Special Project. Bob DeVillez provided a second and the motion carried unanimously via roll call vote. Since the total amount received from the City was \$24, 564, the difference of \$7,004 reflects the normal budgeted amount.

*****Personnel** – Emily and Denise will meet immediately following this meeting about personnel.

*****Policy** – Krystal shared the changes made to the ADA policy. David Berry made a motion to accept the changes and add them to the handbook. Kelly Phelps provided the second and the motion passed unanimously. The Reference Policy was simply reviewed but no changes were made. Due to the Paid Leave For All Workers Act, Krystal has had to make some changes to the Vacation Policy which will now be known as the Paid Time Off Policy. These changes could not be voted on as board members requested additional changes. This will be re-visited during the January meeting.

*****Building and Grounds** – Kelly and Bob continue to investigate and gather more solar panel related information.

Director's Reports

*****The Annual Receipts & Disbursements report is done and will be published in the Daily Register.**

*****There are not any Closed Session minutes to review as there were not any Closed Meetings.**

*****Krystal attended the ILA Legislative Meet-Up in Effingham; however, the turn out appeared to be low.**

*****Connie Brown Frazier has offered to donate a Bronze Statue to replace what she believes is a sick/dying Magnolia tree. For context, it should be noted that her family donated the Magnolia tree in honor of her father as he is a WW II veteran who was lost during the war. The condition of the tree will be determined by experts such as personnel at the US Forest Service before any decision is made. Janet will be in contact with Ms. Frazier.**

*****The Per Capita is done and will be filed in January.**

Last Thoughts

***Janet wished everyone a very Merry Christmas.

***Bob reminded everyone about the Art Reception on Sunday, January 7.

***Sally's open house is from 1pm to 5pm on Sunday, December 17.

Motion to adjourn at 6:06pm by Emily Sumner with a second from Kelly Phelps.

Respectfully submitted by Trustee Leah Denise Drue, Secretary

