

Harrisburg Public Library District - Board of Trustees Meeting Minutes  
Wednesday, January 17, 2024

The regular meeting of the Board of Trustees of the Harrisburg Public Library District was called to order by Vice-President Kelly Phelps at approximately 4:58pm. Those in attendance were Trustees David Berry, Robert (Bob) DeVillez, Denise Drue, Emily Sumner, Sally Wofford, and Library Director, Krystal Gulley. Janet Jones, President, was unable to attend and there were not any visitors.

**Consent Agenda:**

Sally Wofford made a motion to accept the Consent Agenda as presented. David Berry seconded the motion and it carried unanimously via roll call vote.

**Vice-President's Report:**

\*\*\*The closing art reception was very nice.

\*\*\*Roger Lyons was also mentioned by Kelly.

**Correspondence/Communications** – Complimentary letter received from Peter Fletcher.

**Committee Reports:**

\*\*\***Finance** – Sally and David gathered information from various banks related to current CD interest rates. Based on their findings, CD's are not really providing a substantial rate beyond 12 months right now. With this mind, Sally made a motion to deposit the \$24,000 received from The City of Harrisburg into a CD at People's Bank for 4.76% for 6 months. Bob DeVillez provided a second. The motion carried unanimously via roll call vote.

\*\*\***Personnel** – Emily and Denise met in December to discuss how the board can be more supportive of our employees and 'make their life easier' related to the library as they are the face(s) of the library, interact with the public, and therefore, set the standard for how the public views the library. The discussion included the following:

- a. Purposely seek their input and suggestions,
- b. Share more on our Facebook page,
- c. Establish a 'Safe-Word',
- d. Spotlight employee birthdays,
- e. Celebrate Library Appreciation Week,
- f. There was also some discussion among trustees about how maternity leave would affect our employees especially since FMLA is not available to our staff. Suggestions included reviewing IMRF guidelines and policies, reviewing each situation on a case-by-case basis, receive a one-time payment of 1-weeks' pay, and establish a return-to-work policy.

\*\*\***Policy** – No report

\*\*\***Building and Grounds** – No report

**Director's Reports**

\*\*\*Per Capita is finished and we are compliant with the ALA Bill of Rights/Policies.

\*\*\*The replacement of lights with LED bulbs is almost complete.

\*\*\*Leak in children's room continues to be monitored and evaluated. It is thought to be due to the air duct.

\*\*\*Krystal was very pleased with the prompt removal of snow recently, and although costly, it is a necessity to maintain safety and library operations during inclement weather events.

\*\*\*The elevator inspection is finally complete.

\*\*\*Denise Drue made a motion to accept the revised Personal-Time-Off policy as Krystal has 'tweaked' the wording to be more exact. Sally Wofford provided a second and the motion carried unanimously.

\*\*\*Krystal continues to work on the solar bid. After much discussion, it must be noted we only accepting (1) sealed bids that (2) meet the guidelines and recommendations set forth by the State of Illinois.

\*\*\*The Community Survey instrument continues to be revised. Krystal will share the survey via email with trustees for us to review and then provide her with feedback and suggestions. Community committee meetings are targeted to begin at the end of March. Janet and Bob will be part of this committee.

\*\*\*The final Decennial meeting should be scheduled after the regular meeting in March.

\*\*\*The Chamber of Commerce banquet is Thursday, February 22, 2024. A huge thank you to David Berry as he is paying for the table.

Kelly Phelps made a motion to adjourn at 5:54pm with a second from Denise Drue.

Respectfully submitted by Trustee Leah Denise Drue, Secretary

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