

Harrisburg Public Library District - Board of Trustees Meeting Minutes

Wednesday, June 18, 2025

The regular meeting of the Board of Trustees of the Harrisburg Public Library District was called to order by President Janet Jones at approximately 5:00pm. Those in attendance included David Barry, Robert (Bob) DeVillez, Denise Drue, Kelly Phelps, Emily Sumner, Sally Wofford, and Emily Bergman, Library Director.

Consent Agenda

David Berry made a motion to accept the Consent Agenda as presented. Kelly Phelps provided a second and the motion carried unanimously via roll call vote.

President's Report

***Janet gave kudos to our library staff as this is 'one busy library' especially with the Summer Kickoff.

***Fundraiser update – Everyone had a great time. As with any new event, there are a few areas that need to be 'tweaked' but, overall, the event was a resounding success. There was brief discussion about how the fundraiser will help with payment for Hoopla. In addition, it has been determined that settings on Hoopla need to be reset and Polaris will now have a 21-day notification when it is close to expiring

December House Tours will be December 6th. Kelly Phelps will chair the committee as 5 to 6 homes have been identified.

Public Comment/Correspondence/Communication

***None received

Committee Reports

*****Finance** – The Finance Committee recently had a budget meeting with Emily Bergman for FY26. There are two CD's that mature in early July. Please keep in mind that interest rates are generally reviewed & adjusted ever Tuesday so asking for information early would be futile. Emily also provided the Board with the Reserve Anticipated Funds for FY26.

*****Personnel** – Some discussion about policies and if children in the workplace is addressed.

*****Policy** – Emily updated the Policy Manual Table of Contents and did away with numbering EACH page as this caused the entire document to shift pages when updates were made. The Flow-Chart with position names only has been updated. The Employment Policy (previously known as the Hiring Policy) is almost complete.

*****Building and Grounds** – The current flag needs to be replaced as it is beginning to show signs of wear and tear. There was also a patron who suggested that an automatic water bottle filler be installed.

Director's Report

***Sally Wofford made a motion to accept the Meeting Date Ordinance 25/26-01 as presented, David Barry provided a second and this passed by unanimous vote.

****Denise Drue made a motion to postpone the vote for Building & Maintenance Ordinance 25/26-02 as there is not a general election in November this year which impacts the dates.

***There were not any closed session minutes to review

***Toby was able to do some of the weeding. However, there was much discussion about either refreshing the landscaping or having all new landscaping planted. Emily is going to reach out to the University of Illinois Extension and see if they would be willing to provide a 'mock-up' design while keeping in mind the seasons, future upkeep, & the existing layout. There was also discussion about preparing for winter conditions.

***It should be noted that the Malan Junior High Property has been sold.

***The Library Board entered Closed Session to discuss the Director's Evaluation.

***In previous business, committee positions for the Board of Trustees were re-aligned as follows:

Kelly Phelps made a motion that Bob DeVillez be the incoming President. Denise Drue provided a second and the motion carried unanimously.

Denise Drue made a motion that David Barry be the incoming Vice President. Bob DeVillez provided a second and the motion carried unanimously.

Kelly Phelps made a motion that Sally Wofford maintain her position as Treasurer. Denise Drue provided a second and the motion carried unanimously.

Janet Jones made a motion that Denise Drue maintain her position as Secretary. Emily Sumner provided a second and the motion carried unanimously.

As with all Presidents, Bob will service on each committee. Other committee assignments are as follows:

Finance – Sally Wofford and David Berry

Personnel – Emily Sumner and Denise Drue

Policy – Janet Jones and David Berry

Building & Grounds – Janet Jones and Kelly Phelps

Denise Drue made a motion to adjourn at 6:27pm with David Berry providing a second. Motion passed unanimously.
Respectfully submitted by Leah Denise Drue, Secretary