

Harrisburg Public Library District - Board of Trustees Meeting Minutes
Wednesday, May 15, 2024

The regular meeting of the Board of Trustees of the Harrisburg Public Library District was called to order by President Janet Jones at approximately 4:55pm. Those in attendance were Trustees David Berry, Robert (Bob) DeVillez, Denise Drue, Kelly Phelps, Emily Sumner, Sally Wofford, Library Director, Krystal Gulley and Nathan Sumner, guest.

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.

President's Report:

- **Janet shared how wonderful our programs are but expressed concern about how to increase attendance.
- **Kim France will present her book tomorrow on Black Settlements of Southern Illinois.
- **The first meeting of the Long-Range Planning Committee was great. There was a natural flow and everyone appeared to be really focused on the task at hand. The next meeting is scheduled for Thursday, May 23rd at 6pm and the survey results will be revealed and discussed. Reminders will be sent out for this meeting.

Correspondence/Communications:

- **Received correspondence from Betty Drake and Signee Plumlee.

Committee Reports:

- ****Finance** – Sally Wofford and David Berry will make a decision about the CD at Banterra which matures May 29th. While the money market suggestion is interesting, it might be too restrictive to meet our needs.
- ****Personnel** – Emily Sumner and Denise Drue would like to propose that we move forward with offering the Director's position to Emily. There was discussion about how some duties will need to be shifted to the Assistant Librarian as Emily will continue over the Children's Library. Krystal also spoke with Evan, and she is definitely interested in the Assistant Director position. Krystal noted that another Full-Time person will need to take over Magazines and some adult programming. There was further discussion on Part-Time employees who might be interested in Full-Time employment. An application, for just the summer, has been received. Janet Jones made a motion to offer the Library Director position to Emily. Sally Wofford seconded the motion which carried unanimously.
- ****Policy** – The Whistleblower Policy is in-line with all state standards. It will be used for internal purposes only and David Berry will be the 'auditing official', per Janet Jones, President. All employees will have to read and then sign this policy. There will be further discussion at the June meeting.
- ****Building and Grounds** – Parking lot bids were received. David Berry made a motion to accept the bid from Asphalt Maintenance. Bob DeVillez provided a second and the motion carried unanimously via roll call vote.

Director's Reports

- **The annual maintenance agreement with Fowler Heating & Cooling is up for renewal. Denise Drue made a motion to renew and Sally Wofford provided a second. The motion carried unanimously via roll call vote.
- **Eric Gregg will provide information about a possible 12 month and 24 month contract for reduced electricity. Since the deadline is June 10th, Building and Grounds will need to meet, review the information, and make a decision. Guest Nathan Sumner cautioned the board to be mindful of the 'small print'. Denise Drue made a motion that the Building and Grounds Committee be allowed to make the final decision regarding a possible contract for electricity based on the information received from Eric Gregg. Emily Sumner provided the second. Motion carried unanimously via roll call vote.
- **Based on the formula by the Illinois State Library, Krystal suggested an increase in the non-resident fee from \$75 to \$80. This will keep non-residents on par with taxpaying residents. Kelly Phelps made a motion to increase the fee to \$80.00. Denise Drue seconded the motion and it carried unanimously via roll call vote.
- **Krystal shared that an additional item has been added to the Elevator Inspection check-list.
- **We received solar bids from D & D Electric and StraightUp Solar. Both have been opened and thus recorded here in the minutes. Bids will be discussed at the meeting in June.
- **Story Walk update – the HS teacher has resigned so this is considered a work in progress.
- **Laptops are no longer being utilized like they used to be; however, there is a monthly fee for them on the Lazerware bill so Krystal plans to remove them as a cost-saving measure.

Denise Drue made a motion to adjourn at 5:51pm with a second from David Berry

Respectfully submitted by Trustee Leah Denise Drue, Secretary

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