

Harrisburg Public Library District - Board of Trustees Meeting Minutes

Wednesday, May21, 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 5:01pm. Those in attendance included Robert (Bob) DeVillez, Denise Drue, Sally Wofford, and Emily Bergman, Library Director. Dave Barry Kelly Phelps and Emily Sumner were not in attendance.

Consent Agenda

Sally Wofford made a motion to accept the Consent Agenda as presented. Bob DeVillez provided a second and the motion carried unanimously via roll call vote.

President's Report

- ***Janet shared information from two webinars which emphasized areas such as increasing diversity & cultural awareness as well as ways to make the library a safe and more welcoming space as the library brings together strangers.
- ***We discussed the importance of increasing exposure to underserved groups.
- ***Please remember the fundraiser is June 6th.
- ***Three homes have been identified for December House Tours. Only two more are needed.

Public Comment/Correspondence/Communication

- ***None received

Committee Reports

- *****Finance** – Two CD's will mature in early July. It should also be noted that Liz Miles and Jill Fowler have both retired as they have been consistent points of contacts especially when gathering CD information.
- *****Personnel** – Emily previously shared that Linda resigned. As a result, her hours have been spread out to others, particularly to Emma who has been more than willing to take on more hours. Emily is going to discuss the open position with Emma as it full-time. If she is agreeable, then only a part-time position would need to be filled. Emily also provided a detailed explanation of catalog training which is more than 30 hours of self-directed training without any opportunity for Q & A and can be quite exhaustive at times. Emily previous did the training, and at this point, now believes it is more practical to just relegate the cataloging to the Library District as it is only \$4.00 per occurrence and is not very frequent.
- *****Policy** – Committee definitions have been updated. Emily also suggests changing the terminology from a Hiring Policy to an Employment Policy much like other local libraries..
- *****Building and Grounds** – Emily is making a list for Alex, Torch, and Wes. We also need someone who can do weed removal/elimination. Emily will check with Toby to see if he is able to take care of this.

Director's Report

- ***Emily has received the SHARE Annual Agreement. This fee is just part of us being in the Illinois Library System.
- ***Security Alarm update – If the alarm goes off, Emily and Evan are listed as the point of contact, and they will in turn, contact the board as needed. Emily is in the process of completing the agreement packet.
- ***We have just finished our 4th year participating in virtual programming via ILLINOIS LIBRARY PRESENTS. Over the past year there were 14 events with only 19 registrations (on site and online). Not all programs and presenters are provided prior to the upcoming season so it is hard to know what to expect. Much of the discussion focused on how to advertise differently to increase attendance such as sharing information with assisted living facilities and schools, maybe for extra credit.
- ***In keeping in line with the formula used by the Illinois State Library, the non-resident fee needs to be changed. Sally Wofford made a motion to increase the non-resident fee to \$85.00. Bob provided a second and the motion passed unanimously via roll call vote.

***There are 8 computers still needing an upgrade from back in 2023. This can be done with monies from the Technology grant. Sally Wofford made a motion to move forward with the purchase from Lazerware based on their quote of \$986.27. Bob DeVillez provided a second and the motion passed unanimously via roll call vote.

***Per the by-laws, it is time for the election of officers. However, with several trustees absent, Denise Drue made a motion to postpone elections until a full board is present. Sally Wofford provided a second and the motion carried unanimously.

Denise Drue made a motion to adjourn at 6:29 pm. Sally Wofford provided a second and the motion passed.
Respectfully submitted by Leah Denise Drue, Secretary