

Harrisburg Public Library District - Board of Trustees Meeting Minutes
Wednesday, November 15, 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 5:00pm. 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 and the motion carried unanimously via roll call vote.

President's Report:

***Janet really enjoys all the youth reports provided by Lisa and Emily. Their energy, creativity, and self-motivation shine through their reporting.

***As we continue moving toward developing a strategic plan, the community survey needs to be finalized and distributed to residents within the library district which aligns with Harrisburg Unit 3 school district boundaries. There is a strong emphasis for the strategic planning committee to represent a wide range of community members including but not limited to those of varying ages (including someone under the age of 18), community groups, various agencies, school district personal, a library employee, and a board member just to name a few. Janet will consult her notes to provide a rough timeline of how often committee members should expect to meet.,

***House Tours are fast approaching and at least 23 tickets have been sold just at the library as of 5pm today. Kelly will be do a bit of last-minute promotions via robo-calls and email blast as this event was already included in the newsletter. The committee will meet during the week of November 27 to finalize any last-minute details. In the future, please note that churches are often a good place to ask people if they would like to attend the House Tours as most participants like to be asked and frequently go together.

Correspondence/Communications – None

Committee Reports:

*****Finance** – No report; however, the committee will have to consider how to handle a recent donation.

*****Personnel** – No report; however, Emily & Denise will meet before the end of the year.

*****Policy** – No report

*****Building and Grounds** – No report; however, there was extensive discussion on the need to continue to gather information and explore the possibility of installing solar panels. Krystal shared that the *Straight Up Solar* representative will be here on Friday, November 17. As always, a project such as this will have to go 'out for bid' as at least 3 are needed. It is also paramount for whomever is awarded the bid to have State of Illinois certification as well as any and all other pertinent qualifications. We cannot emphasize enough the need to apply for the Solar for All program as well as any other tax incentives, grants, etc. that go along with solar installation for government entities.

Denise Drue made a motion that Krystal advertise that Harrisburg Public Library is accepting bids for the installation of solar panels. Kelly Phelps provided a second and the motion carried unanimously.

Director's Reports

***Levy Ordinance 23/24-4 has been completed. Denise Drue made a motion to accept the Levy as presented. Sally Wofford provided a second and the motion passed unanimously via roll call vote.

***The Finance Committee will meet and discuss potential budget adjustments since the library has received a \$2500 donation as well as unanticipated funds from the City of Harrisburg.

***Krystal was able to move forward on computer purchases previously approved over the summer.

***Krystal reminded the board about end of the year bonuses. Sally Wofford made a motion for all employees to receive an end of the year bonus equivalent to 1 week's pay. Kelly Phelps provided the second and the motion passed unanimously via roll call vote. Discussion about the Finance committee considering giving employees an additional bonus from the donation received as our employees are who the public interact with.

***With the Christmas parade coming up, Krystal requested that library close early so personnel can participate. Denise Drue made a motion for the library to close at 5pm. Bob DeVillez provided a second and motion carried unanimously.

***Some areas of the Paid Leave Act for Workers (PLAW) are still kind of vague. Krystal hopes to know more after the webinar on Thursday, November 16.

***Krystal shared that the Elks grant turned out really well.

***Alex Garnett has completed some general maintenance for us and will take a look at the doors on the Little Free Library

Motion to adjourn at 6:11pm by Sally Wofford with a second from Kelly Phelps.

Respectfully submitted by Trustee Leah Denise Drue, Secretary

