

# Harrisburg Public Library District - Board of Trustees Meeting Minutes

## Wednesday, October 16, 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 5:02pm. Those in attendance included David Berry, Robert (Bob) DeVillez, Denise Drue, Kelly Phelps, Emily Sumner, Sally Wofford, Emily Bergman, Library Director as well as Elizabeth Cook, Long Range Strategic Plan.

### Consent Agenda

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

### President's Report

\*\*\*Janet Jones expressed how proud she was of Emily and Evan being able to attend the Illinois Library Association Conference in Peoria. She also shared that talks continue with Ms. Connie Frazier's about a beautification donation.

**Public Comment** – Ms. Elizabeth Cook picked up from our last meeting with discussing the Long Range Strategic Plan. The Board focused on establishing goals for the next year for Goal 2 – Environment & Goal 3- Programs (see page 14).

### GOAL 2 - ENVIRONMENT

Number of Visits – Annual goal set at 56,600 (increase of 567).

Number of attendees at on-site programs – Annual goal set at 5,000 (increase of 264).

Computer use numbers (# of times computers were logged into) – Annual goal set at 6,000 (increase of 260).

### GOAL 3 - PROGRAMS

Number of programs offered – Annual goal set at 775 (increase of 27)

Number of Partners Presenting – Annual goal set at 50 (increase of 14)

Number of Off-Site Programs – Annual goal set at 220 (increase of 20)

### Correspondence/Communication

\*\*\*N/A

### Committee Reports

\*\*\***Finance** – none

\*\*\***Personnel** – Emily will begin making calls and advertise, if necessary, to replace Mr. Jeffery Bradley.

\*\*\***Policy** – Per the Director's Report, Evan attended a session at ILA which will be very helpful with creating a Social Media policy.

\*\*\***Building and Grounds** – The annual inspection was completed on September 18. (See Director's Report.)

### Directors Report

\*\*\*All Trustees need to complete Sexual Harassment training before the end of the year. Emily will send out the link.

\*\*\*The 1<sup>st</sup> four chapters of the Per Capita were reviewed.

\*\*\*Emily provided a proposed Levy; however, there was much discussion about the Audit Line Item being listed as a zero-dollar amount. Since there will not be another audit until 2028, it was suggested that \$5000 would be an appropriate amount to begin with. This change can be included as an update at the November meeting.

\*\*\*We are just waiting to hear back from KEB with a formal date as they will performing our audit.

\*\*\*Sally Wofford made a motion to move forward with the Director & Officers Liability coverage at a cost of \$395.00. David Berry provided a second and the motion carried unanimously via roll call vote. Denise Drue abstained from voting.

Kelly Phelps made a motion to adjourn at 6:28pm with a second from Denise Drue.

Respectfully submitted by Leah Denise Drue, Secretary