

Harrisburg Public Library District - Board of Trustees Meeting Minutes  
Wednesday, June 21, 2023

The regular meeting of the Board of Trustees of the Harrisburg Public Library District was called to order by Janet Jones, President at 5:00pm. In attendance were Trustees David Berry, Robert (Bob) DeVillez, Denise Drue, Kelly Phelps, Emily Sumner, Sally Wofford and Library Director, Krystal Gulley.

**Consent Agenda:**

\*\*\*Denise Drue made a motion to accept the Consent Agenda, however, please note this does not include the minutes. The motion received a second from Kelly Phelps and carried unanimously via roll call vote.

**President's Report:**

\*\*\*Janet Jones opened the floor for Public Comment. Rona Bramlet, Vice Chair of the Saline County Board introduced herself and shared she has been attending various board meetings throughout the county. Others in attendance included Beth Montfort, Drew Blair, and Nathan Sumner.

\*\*\*Janet highlighted the following during the President's Report:

- a. Attendance was outstanding for the Summer Reading Program kickoff with well over 170 signed up and many more signing up in person,
- b. The Adult Reading Challenge requires readers to read between 2 and 6 books this summer. Trustees are encouraged to participate,
- c. Please continue to support library events and promote to others in the community,
- d. Visit other libraries and peruse their programs/activities,
- e. Attended a webinar on how to run more efficient meetings. Please note, if a trustee 'attends' via electronic media, they are not officially in attendance nor do they have any voting rights,
- f. Please be mindful that more than 3 trustees is actually considered a meeting,
- g. There are plans to revitalize House Tours; however, the library is not allowed to sponsor any type of raffle,
- h. When accepting bids, any bid over \$25,000 must be awarded to the lowest bidder unless the bidder is known to be an irresponsible business owner,
- i. We extend our thanks to all the local businesses that have supported the Summer Reading Program. If you are out and about, please thank them.

**Correspondence/Communications** – Flowers were received this morning from the 'Friends of Bell Smith Springs' acknowledging the passage of Illinois House Bill 2789 which restricts libraries from banning or removing books at the risk of jeopardizing state funding.

**Committee Reports:**

\*\*\***Finance** – This is also included in the Director's Report. Sally reviewed various CD interest rate options. Banterra Bank currently has the best rate for the CD covering the next 11 months. Denise Drue, Kelly Phelps, and Sally Wofford will all have to go to Banterra and provide the appropriate information for signature cards as they are the designated signors. Currently, we have accounts at Legence Bank and Peoples' Bank; however, Sally highly recommends the Board consider diversifying our accounts even more throughout the community.

\*\*\***Personnel** – No report

\*\*\***Policy** – Janet would like to meet with the committee and discuss some possible changes and/or updates including but not limited to appropriate placement of books in the library, etc.

\*\*\***Building and Grounds** – Kelly and Bob will be meeting later this evening with Krystal.

\*\*\*Additionally, Janet has already corresponded with 5 potential community members about House Tours. Kelly has agreed to chair this event. House Tours are scheduled for the first Saturday in December, which will be December 2, 2024. All proceeds will go towards the building fund. Sally will also mention this to the Friends of the Library at the July 13<sup>th</sup> meeting.

### **Director's Reports**

\*\*\*This month two ordinances, Building and Maintenance Ordinance 23/24-01 and Meeting Date Ordinance 23/24-02, are up for renewal.

1. Sally Wofford made a motion to renew the Building and Maintenance Ordinance 23/24-01. David Berry provided a second. There was no discussion and the motion carried unanimously.
2. Kelly Phelps made a motion to accept the Meeting Date Ordinance 23/24-02. Bob Devillez provided a second. There was no discussion and the motion carried unanimously.

\*\*\*CDs were previously highlighted during the Financial Committee Report.

\*\*\*Since we are still waiting on the tax computation, the budget for FY24 is only tentative.

\*\*\*A listing of employee wage increases for FY24 was provided with a differentiation made between the calculations for each half of the year as there will be increase in January 2024 as we continue to move toward being compliant with the increase in minimum wage.

\*\*\*Krystal noted that certain line items had to be increased under Office Supplies as the cost for Quickbooks and other such office products continue to increase.

\*\*\*The allocation for staff development was also increased. There was discussion about employees and trustees being able to attend the ILA conference in October. Krystal will look into the cost for all to attend at least one day.

\*\*\*There are no closed session minutes to review.

\*\*\*The Fowler Heating & Cooler Maintenance Agreement is up for renewal. David Berry made a motion to approve the renewal of this agreement. Kelly Phelps provided a second. There was not any discussion and the motion carried unanimously via roll call vote.

\*\*\*The FY23 budget has enough funds remaining to allow for the purchase of much needed computers discussed in prior meetings. Sally Wofford made a motion to approve the purchase of 4 computers from Lazerware purchase order numbers 9008329, 9008330, & 9008331. Denise Drue provided a second. The only discussion involved Krystal providing the specifics for which computers were to be replaced which is also outlined in her report. The motion carried unanimously via roll call vote.

\*\*\*\$18,382.93 in per capita was received this year.

\*\*\*Krystal will be working out specifics for Story Walk this week.

Motion to adjourn at 5:48pm by Kelly Phelps with a second by David Berry.

Respectfully submitted by Trustee Leah Denise Drue, Secretary.

.....