

Harrisburg Public Library District - Board of Trustees Meeting Minutes
November 16, 2022

The regular meeting of the Board of Trustees of the Harrisburg Public Library District was called to order by Janet Jones, Vice President at 5:10pm. In attendance were Trustees David Berry, Bob DeVillez, Denise Drue, Janet Jones, Stephanie Susie, Sally Wofford and Library Director, Krystal Gulley.

Consent Agenda:

***Sally Wofford made a motion to accept the Consent Agenda as presented. The motion received a second from David Berry and carried unanimously via roll call vote.

President's Report:

***Only 2 Veterans came in today (Nov. 16) to receive free pie in recognition of Veteran's Day. Discussion about how to increase attendance next year included advertising in the Money Stretcher, at the Golden Circle, in local VA facilities, and by reaching out to Bryan Questelle to identify veterans as he is the local coordinator for Honor Flight.

Correspondence – None

Committee Reports:

*****Finance** – See Director's Report

*****Personnel** – None

*****Policy** – Met recently to discuss the need to develop policy that specifically addresses programming. Krystal was able to identify documents from the Carbondale Public Library, Admin Ready, and the ALA that will be helpful in the development of this policy. The Policy Committee also discussed potential training for the Board about a designated spokesperson.

*****Building and Grounds** – None

Director's Reports

***For this year's Levy, Krystal requested \$418,000 and \$414,000 was received. Sally Wofford made a motion to accept Levy Ordinance 22/23-2. Bob DeVillez provided a second and the motion carried unanimously via roll call vote.

***The Bereavement Leave policy was updated to be in alignment with the Illinois Family Bereavement Leave Act. Denise Drue made a motion to accept these changes. David Berry provided a second and the motion carried unanimously.

***Staff computers all need to be upgraded to Windows 10 to support various library-based software and one computer needs to be totally replaced. Janet Jones made a motion to upgrade the software as well as purchase 1 new computer. Denise Drue provided a second and the motion passed via roll call vote with 5 in favor and 1 opposed.

***End of the year bonuses were discussed as they are included as part of the annual budget and equal to 1 weeks' pay. Denise Drue made a motion to approve the payment of annual bonuses to employees. Stephanie Susie provided a second and the motion passed unanimously via roll call vote. Also, congratulations to Sherry for being with the library for 40 years. Refreshments, a plaque, and an expression of our appreciation for her dedication will be presented to her on Monday, December 5 at 4pm during staff training.

***The annual Christmas Lights Parade is December 8. Krystal requested permission to close at 5pm. David Berry made a motion to close the library at 5pm on December the 8th. Janet Jones provided a second and the motion carried unanimously.



***Due to the timing of the Christmas holiday, a motion was made by David Berry to move the December meeting from December 21st to December 14th. Denise Drue provided a second and the motion carried unanimously.

***Gentle Reminder – The Policy and Finance committees will need to meet after the beginning of the new year to discuss insurance.

Motion to adjourn at 6:11pm by Sally Wofford with a second by Denise Drue.

Respectfully submitted by Trustee Leah Denise Drue, Secretary.

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