

Harrisburg Public Library District - Board of Trustees Meeting Minutes
October 19, 2022

The regular meeting of the Board of Trustees of the Harrisburg Public Library District was called to order by Kelly Phelps, President at 5:03pm. In attendance were President Kelly Phelps along with trustees David Berry, Bob DeVillez, Denise Drue, Janet Jones, Sally Wofford and Library Director, Krystal Gulley.

Consent Agenda:

***Janet Jones made a motion to accept the Consent Agenda as presented. The motion received a second from Denise Drue and carried unanimously via roll call vote.

President's Report:

***With the resignation of Lynda Clemmons, Kelly Phelps, President, has been working to become more and more familiar with board policies as they apply to the daily operations of the library. Krystal was able to verify that our library adheres to guidelines set forth by the American Library Association especially when it comes to ethics and freedom to read.

Correspondence – None

Committee Reports:

***Finance – None

***Personnel – None

***Policy – None

***Building and Grounds – None

Director's Reports

***The Per Capita funds were received. While the money must be spent by June 30, 2023, most of the money has already been budgeted as per previous years.

***Krystal has been working on the Levy request; however, after much discussion, it was determined that she will ask for clarification about the distribution. Does it have to be 5% spread out equally across each category or is it just the total amount that must equal 5%?

***Per our bookkeeper, interest rates on CD's have increased from 0.5% to 2.5% at some banks. Since our CDs were just renewed, it could possibly be in the best interest of the library to switch them to the higher rate but there are penalty concerns. A motion was made by Denise Drue for Sally Wofford to investigate the potential benefits, and if favorable, move forward, closing the previous CD at the 0.5% rate and take advantage of a higher interest rate of 2.5% or higher. David Berry provided a 2nd to this motion. It carried unanimously via roll call vote.

***The Confidentiality of Records policy was updated with minimal changes this month. David Berry made a motion to accept the policy updates and Bob DeVillez provided a second. The motion carried unanimously.

***The Equipment & Internet Policy was also updated and revised as some information was removed, some was added, and then organized in a more precise manner. Denise Drue made a motion to accept the updates and revisions and Kelly Phelps proved a second. The motion carried unanimously.

***The library will continue to utilize Clearwave as it pertains to ERate. Krystal spoke with Futiva but they are still building the business side of their company and their faxing capabilities

actually occur through a third-party which could adversely affect authenticity. This will be re-visited in 3-years when ERate is up for renewal.

***The annual Elevator inspection will be by October 26. However, a new requirement from the State of Illinois requires all hydraulic elevators with a particular valve type to have a 5-year full safety test along with the regular inspection. This will cost \$3500.

***Wabash Area Development Incorporated (WADI) has asked to use the library parking lot as an Emergency Relocation Site in the event of an evacuation emergency.

***Krystal is going to reach out to other libraries to discuss Health Insurance as many others use LIMRiCC.

***Library staff will receive safety training during the month of December. This will include but is not limited to how to properly use the fire extinguisher, defibrillator, and Narcan.

***The Yule Ball Fundraiser will be held Saturday, December 17 from 3:30 to 5pm. Board members emphasized that members of the Teen Advisor Board need to all be in attendance.

Motion to adjourn at 6:16pm by Kelly Phelps with a second by Sally Wofford.

Respectfully submitted by Trustee Leah Denise Drue, Secretary.



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Motion to adjourn at 6:07pm by Denise Drue with a second by David Berry.
Respectfully submitted by Trustee Leah Denise Drue, Secretary.