

Harrisburg Public Library District - Board of Trustees Meeting Minutes

Wednesday, July 16, 2025

The regular meeting of the Board of Trustees of the Harrisburg Public Library District was called to order by President Robert (Bob) DeVillez at approximately 5pm. Those in attendance included David Berry, Denise Drue, Janet Jones, Kelly Phelps, Sally Wofford, and Emily Bergman, Library Director. Emily Sumner was absent.

Consent Agenda

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

President's Report

***Bob complimented the library staff and acknowledged just how busy they are with upcoming events such as:
Summer Reading Program closing events with vendors and the opening of a new Story Walk – July 28
Art Reception – July 27
Red Cross Blood Drive – August 1

Public Comment – None

Correspondence/Communication: Emily heard from Little Caesar's who expressed their support of our events and inquired about our tax ID number.

Committee Reports

*****Finance** – CD was renewed at Peoples Bank for 12 months at 4.18%. Prior to renewing, in accordance with best practice, the committee checked with other local banks to ensure this is the best rate. Other CDs will mature in September, November, and January. Lauren Rogers is the new person of contact at Peoples.

*****Personnel** – Evan continues to work on the Young Adult Job Description and Emily will be meeting with a potential part-time new hire.

*****Policy** – Board discussed reviewing and/or creating a policy related to children present in non-patron areas.

*****Building and Grounds** – Bob noted that the flag has been replaced.

Director's Report

1. Employment Policy – Denise Drue made a motion to accept Employment Policy changes as presented. Bob DeVillez provided a second and the motion carried unanimously.
2. Background Checks – This has been tabled until the August meeting.
3. Banking/Signature Changes – Some changes need to be made regarding banking signatures. Sally will provide further clarification at the next meeting. Please note, the Library Reserve can only have 1 signator per Bank Policy.
4. Emily's Time Off – Thank you for notifying the board of these dates.
5. Copy Machine – Devan Hankins, Tri-State Business Equipment, provided Emily with information about the age of some of our copiers, parts being discontinued, and upcoming sales that might be of interest to the library.
6. Landscaping – Emily will reach out to various local companies for information.
7. Staff Development – Emily discussed Staff Development on Wednesday, August 13, which would require closing the library. David Berry made a motion for this and Kelly Phelps provided a second. Motion carried unanimously.
8. Home Tours – Janet Jones spoke with Friends of the Library, and they have agreed to provide refreshments. Janet has also spoken with all homeowners and greeters will be needed at each house. Kelly is the primary contact, and Emily has expressed her desire to be on this committee as well. Gloria Tyson, Stephanie Suzie, and Evan will assist as well. Discussion included selling tickets online, advertising, and the urgency to get started as soon as possible.
9. Thermostat – The Ameren bill was discussed as well as the possibility of upgrading to a smart thermostat.
10. Emily also shared that we are awaiting the installation of 2 cameras. While there will always be challenging corners/areas, mirrors might be a nice option to alleviate this concern.

David Berry made a motion to adjourn at 6:30pm with Kelly Phelps providing a second. Motion passed unanimously. Respectfully submitted by Leah Denise Drue, Secretary