

## STREATOR PUBLIC LIBRARY

### Board Minutes

April 16, 2024

President David Reed called the April meeting of the Streator Public Library Board of Trustees to order at 4:30 p.m.

Present were board members Sandy Austin, Jane Farero, Spencer Lawrence, Darcy Mollo, David Reed, Jack Schuler, and Ellen Vogel and Interim Director Melissa Badger.

Board members Gail Russell and Gary Wheeler were absent.

### SECRETARY'S REPORT

Board secretary Jane Farero presented the minutes of the March meeting. Motion by Ellen Vogel to accept the minutes as presented. Seconded by Spencer Lawrence. Motion passed by voice vote.

### FINANCIAL REPORT

The financial report ending March 31, 2024 prepared by Lauterbach & Amen was presented. Motion by Darcy Mollo to accept the report as presented. Seconded by Ellen Vogel. Motion passed by voice vote.

Financial Officer Spencer Lawrence informed the board that \$5,446.60 associated with the fund raiser will be moved from the general fund to a designated fund.

No bills were presented for payment.

### LIBRARY DIRECTOR'S REPORT

Proud Electric has installed the second electrical panel. They will be able to take down the awnings on the south side of the library and wash the library windows. Interim Director Badger has yet to receive a cost estimate for these services. Mr. Proud will also review what is needed to replace the lights above the charge desk.

The hole in the grand staircase landing has been repaired.

Interim Director Badger attended the Chamber of Commerce's monthly "Caffeinate and Connect meeting on April 12<sup>th</sup>.

Ms. Badger will be attending the PrairieCat Delegates Meeting on April 24<sup>th</sup>.

The insurance policy carried by the library has a deductible of \$1000. Therefore, the cost of cleaning following the vandalism would not be covered.

Ms. Badger has completed the state training for FOIA and has obtained Illinois certification.

This month's staff meeting discussed extending the programming sessions to 8 weeks with 4 weeks off for planning each quarter and maintaining regular programs year round.

After being down for nearly two months, Newspapers.com is now up and running.

Ms. Badger met with the library maintenance person to discuss duties and extended hours necessary to complete a weekly "to do" list.

Friends of the Library discussed funding raising for the summer reading program prizes. Also discussed was the need for volunteers for a variety of events.

Interim Director Badger provided the board with a count of attendees at the programs offered by the library.

Ms. Badger suggested that the library have a staff member become certified as a notary public. A \$200 fee for 4 years certification is required.

Motion by Spencer Lawrence to have a staff member complete the necessary requirements to become a certified Notary Public. Seconded by Ellen Vogel. Motion passed by voice vote.

#### PRESIDENT'S REPORT

No report was presented.

#### COMMITTEE REPORTS

Building and Grounds/ No report

Finance/ No report

Policy/ The committee plans to have a finished Brower's Policy for approval at the May meeting.

#### EXECUTIVE SESSION

Motion by Spencer Lawrence to move to Executive Session to discuss personnel. Seconded by Jack Schuler. Motion passed by voice vote.

The board moved to Executive Session at 5:18 p.m.

Motion by Darcey Mollo to return to regular session. Seconded by Spencer Lawrence. Motion passed by voice vote.

The board returned to regular session at 5:54 p.m.

#### UNFINISHED BUSINESS

The grand staircase landing issue has been repaired at a cost of \$175.

#### NEW BUSINESS

The heating element for the kitchenette sink located in the meeting room is not working. The cost to replace the element would be \$300. It was decided since hot water is seldom needed in the area not to replace the element.

Sanitary issues have developed in the men's restroom. In trying to identify who is responsible for the problem, those wishing to use the restroom must have a staff member unlock the facility.

There being no other business, the meeting was adjourned at 6:10 p.m.

Respectfully submitted,

Jane Wreith Farero  
Board Secretary

