

WARREN COUNTY PUBLIC LIBRARY DISTRICT

April 2025

The Warren County Public Library District monthly board meeting was held April 14, 2025 at the Roseville Branch of the Warren County Public Library in Roseville, IL. In attendance were Trustees Jackie Beal, Cammy Davis, Stephenie Gambetta, and Sarah Henderson. Director Larisa Good was also present. Trustees Lisa Adkisson, Emily Brooks, and Meghan Schroeder, and Bookkeeper Sarah Buckley were absent.

President Henderson called the board meeting to order at 5:10 p.m.

The first agenda item was a time of public presentations to the Board. There were no presentations at the April meeting.

The minutes from the previous meeting on March 10, 2025 were presented for approval by Secretary Beal. Davis (Gambetta) moved to accept the board meeting minutes as presented. (Ayes—4, Nays—0, Abstentions—0. Motion carried. Unrecorded vote.)

FINANCIAL REPORT FOR March 2025

Checking Account Balance 02/28/2025	\$1,126,764.85
Receipts	\$4,790.06
Disbursements	\$53,338.59
Balance 03/31/2025	\$1,078,216.32

Working Cash Fund Balance 02/28/2025	\$30,593.26
Receipts	\$1,956.83
Disbursements	\$0.00
Balance 03/31/2025	\$32,550.09

Certificate of Deposits 03/31/2025	\$300,000.00
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Building Account Balance 02/28/2025	\$47,389.48
Receipts	\$7.79
Disbursements	\$3,935.46
Balance 03/31/2025	\$43,461.81

Davis (Gambetta) moved to file for audit the 03/31/2025 Statement of Tax Fund/Statement of Working Cash Fund/Statement of Certificate of Deposits/Statement of Building Fund. (Ayes—4, Nays—0, Abstentions—0. Motion carried. Recorded vote.)

CORRESPONDENCE

None

PRESIDENT'S REPORT

President Henderson had no report.

REPORTS OF COMMITTEES AND BOARD MEMBERS

Trustee Beal reported that she provided Director Good with handouts and draft minutes from the TIF meetings on February 6, 2025. She received these from Annette St. Ledger at City Hall in March.

UNFINISHED BUSINESS

Director Good stated that she had received a proposed document for the Alexis Branch lease renewal and shared it with the Trustees at the April meeting. The new lease includes responsibility for the snow removal and yard care, along with the repair of the entrance ramp to comply with code. The estimated cost of materials

totaled \$2,806.32 and the labor expense would come from village employees. The Village of Alexis has agreed to share half the material and labor costs. Gambetta (Davis) made a motion to approve the lease as presented and to use the Alexis memorial fund to pay for the ramp repairs. (Ayes—4, Nays—0, Abstentions—0. Motion carried. Recorded vote.)

NEW BUSINESS

The Roseville Branch Librarian Ann shared a patron's comment about an employee in Monmouth not offering to put a book on hold, either at the Main Branch or another library. Director Good will remind staff to take the extra step with all patrons.

DIRECTOR'S REPORT

Circulation/Programs/Internet/Door Count Statistics:

Director Good provided the Director's Report of Statistics for March. The total overall circulation numbers for this time period were down. However, Hoopla is popular and still growing.

Director Good also requested approval for the library to be closed to the public on May 30th. There are several topics recommended for staff training and the closure would facilitate the delivery. Included in the topics would be CPR/AED training (due this year), harassment, the summer reading program, emergency evacuation/closure procedures, and information about state-wide data bases. Davis (Gambetta) motioned to approve the day-long closure of the library to the public for staff training on May 30th. (Ayes—4, Nays—0, Abstentions—0. Motion carried. Unrecorded vote.)

The next item on the agenda was a building report. Director Good stated that in early April there was a major leak over the children's craft room from above due to a faulty drain on the roof. She contacted Quality Roofing Pro to get things repaired and the room was closed for two or three days. In addition, Director Good had setup the annual roof inspection to ensure there are no other potential issues. The final examination report is pending, but the inspector thought there would only be minor matters that needed attention.

Director Good presented quotes for painting of the Main Branch in four different projects and those quotes were discussed in detail. Gambetta (Davis) moved to approve the bids dated April 7, 2025 from Midwest Painting in Roseville for project numbers 7956 and 7957, not to exceed the cost of \$16,000. (Ayes—4, Nays—0, Abstentions—0. Motion carried. Recorded vote.)

Upcoming events:

Adults:

Every Tuesday @ 1-4 pm: Tech navigator office hours w/ Kevin Titus (AmeriCorps)

April 17th @ 4:00 pm: Yarn Bunnies

April 24th @ 4:00 pm: BYOB(ook) discussion

May 8th @ 4:00 pm: Mother's Day craft of bath bombs, sugar scrubs, and card making

Youth:

Take & Make kits for April: Easter Handprint Cards

The final item reported was that Director Good recently was on the WMOI radio station for National Library Week talking about the new library programs and upcoming events.

The next meeting will be held at the Main Branch on May 12th @ 5:15 p.m.

Motion to adjourn by Gambetta (Davis). The meeting was adjourned at 6:14 p.m.

—Jackie Beal, Board Trustee and Recording Secretary