

## WARREN COUNTY PUBLIC LIBRARY DISTRICT

August 12, 2024

The Warren County Public Library District monthly board meeting was held August 12, 2024 in the main branch boardroom of the Warren County Public Library. In attendance were Trustees Lisa Adkisson, Jackie Beal, Cammy Davis, Stephenie Gambetta, Sarah Henderson, and Meghan Schroeder. Director Larisa Good and Bookkeeper Sarah Buckley was also present. Trustees Emily Brooks was absent.

President Henderson called the board meeting to order at 5:16 p.m.

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

President Henderson called the Public Budget Hearing to order at 5:23 p.m. The purpose of the budget hearing was to give the public a chance to make remarks. With there being no public comments, Gambetta (Davis) made a motion to adjourn the Public Budget Hearing at 5:24 p.m. (Ayes–5, Nays–0, Abstentions–0. Motion carried. Unrecorded vote.)

The minutes from the previous meeting on July 8, 2024 were presented for approval by secretary Beal. Adkisson (Gambetta) moved to accept the board meeting minutes with the amendment to update the notation of the next meeting being held in August, not June. (Ayes–4, Nays–0, Abstentions–1. Motion carried. Unrecorded vote.)

Secretary Beal administered the Oath of Office to trustee Meghan Schroeder and President Henderson officially welcomed her to the Warren County Library Board.

The next agenda item was the election of officers. The new slate of officers was nominated as follows: Henderson to the position of President, Davis to the position of Vice President, Beal to the position of Secretary, and Gambetta to the position of Treasurer. Shroeder (Adkisson) motioned to accept the slate of officers as nominated. (Ayes–6, Nays–0, Abstentions–0. Motion carried. Unrecorded vote.)

### FINANCIAL REPORT FOR JULY 2024

Checking Account Balance 06/30/2024	\$772,956.90
Receipts	\$28,853.70
Disbursements	\$63,872.11
<b>Balance 07/31/2024</b>	<b>\$737,938.49</b>

Working Cash Fund Balance 06/30/2024	\$25,734.83
Receipts	\$485.87
Disbursements	\$0.00
<b>Balance 07/31/2024</b>	<b>\$26,220.70</b>

Certificate of Deposits 07/31/2024	\$300,000.00
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Building Account Balance 06/30/2024	\$22,493.99
Receipts	\$4.15
Disbursements	\$2,262.11
<b>Balance 07/31/2024</b>	<b>\$20,236.03</b>

Schroeder (Davis) moved to file for audit the 07/31/2024 Statement of Tax Fund/Statement of Working Cash Fund/Statement of Certificate of Deposits/Statement of Building Fund. (Ayes–6, Nays–0, Abstentions–0. Motion carried. Recorded vote.)

Bookkeeper Buckley provided an update regarding the one Working Cash Certificate of Deposit (CD) that matured July 25, 2024. At the last meeting, it was thought that the best rate option available would be a 9-month CD special. However, at the maturity date, the best rate available was a 12-month term at the same rate originally discussed at the July meeting. Buckley stated that she did purchase the 12-month CD.

Bookkeeper Buckley also reported that the library has another CD approaching maturity. She requested that she be permitted to purchase the best rate and term option available at that time of maturity, after consulting with Midwest Bank and Security Savings Bank for rate options. Gambetta (Adkisson) made a motion to authorize Bookkeeper Buckley to purchase a new CD with the renewing funds of \$100,000 at the best available rate in effect at the time of the renewal. (Ayes–6, Nays–0, Abstentions–0. Motion carried. Recorded vote.)

## **CORRESPONDENCE**

Director Good shared that Village of Alexis will be hosting a meeting of the Joint Review Board on August 19, 2024 @ 10:00 a.m. with regards to its TIF District. Beal volunteered to represent the library at this meeting.

## **PRESIDENT’S REPORT**

None

## **REPORTS OF COMMITTEES AND BOARD MEMBERS**

Director Good stated that the last step of the budget process was the adoption of Combined Budget and Appropriation Ordinance #4 – FY 24-25. Gambetta (Adkisson) made a motion to adopt the combined budget. (Ayes–6, Nays–0, Abstentions–0. Motion carried. Recorded vote.)

## **UNFINISHED BUSINESS**

The unfinished business before the Board was a decision about the Kirkwood Library Branch. Director Good shared a summary of the situation surrounding the Kirkwood location including challenges with the current landlord involving building issues and safety concerns, the exploration of other potential locations, discussions with Kirkwood community members, the recent resignation of that branch’s librarian, and the proximity of Kirkwood to the Monmouth branch.

The Board has been diligent to explore options and open to suggestions from the community. Unfortunately, the trustees believed there was no available alternative and therefore, reached the disappointing conclusion that the branch should be closed. Director Good shared a note from Trustee Brooks, who was unable to attend due to a conflict, regarding her concurring opinion to close. Davis (Adkisson) made a motion to permanently close the Kirkwood Library Branch. (Ayes–5, Nays–0, Abstentions–1. Trustee Schroeder abstained from the vote due to her only being added to the Board at this meeting and feeling unqualified to render an opinion because she had not been involved in the journey of challenges and exploration of options. Motion carried. Recorded vote.) Director Good will now begin the steps to close the library and address the assets including books that are currently at that location.

## **NEW BUSINESS**

None

## **DIRECTOR'S REPORT**

### **Circulation/Programs/Internet/Door Count Statistics:**

Statistics were provided via the July circulation report. The circulation numbers are up slightly, as are internet usage and program numbers. Door count was up 615, likely due to the successful summer reading program, as it has been very popular and many activities offered. E-books thru Hoopla will be added as a new service. Because this will be the first year for the often-popular program and the usage level is unknown, Director Good will be capping the expense at \$6,000/year for budgetary reasons.

Director Good reported that Bailey Shimmin has accepted a full-time position at the Galesburg Public Library in the specific department of her interest. The Warren County Library now has an opening to fill.

The next agenda item was to discuss the option of approving an Electronic Meetings Policy. Under the Open Meetings Act, this Policy allows for participation of members via electronic means in certain circumstances. The Board will table a vote on whether or not to approve the policy until the September meeting.

### **Upcoming events:**

Director Good reported that the library is still on a programming break during the month of August so there are no specific events to share. She did, however, report that the library is planning to host "Halloween on the Square" and will look to coordinate the event with a day that area schools are dismissed early if possible.

The final discussion was the library's upcoming annual picnic. It will be held at the Buchanan Center on September 9<sup>th</sup> after the board meeting.

The next meeting will be held on September 9, 2024 in Monmouth @ 5:15 p.m.

Motion to adjourn by Schroeder (Gambetta). The meeting was adjourned at 6:42 p.m.  
—Jackie Beal, Board Trustee and Recording Secretary