

WARREN COUNTY PUBLIC LIBRARY DISTRICT

November 2024

The Warren County Public Library District monthly board meeting was held November 11, 2024 at the Main Branch of the Warren County Public Library in Monmouth. In attendance were Trustees Lisa Adkisson, Jackie Beal, Emily Brooks, Cammy Davis, Stephenie Gambetta, and Sarah Henderson. Director Larisa Good and Bookkeeper Sarah Buckley were also present. Trustee Meghan Schroeder 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.

The minutes from the previous meeting on October 14, 2024 were presented for approval by Secretary Beal. Gambetta(Henderson) moved to accept the board meeting minutes as presented. (Ayes–3, Nays–0, Abstentions–3. Motion carried. Unrecorded vote.)

FINANCIAL REPORT FOR OCTOBER 2024

Checking Account Balance 09/30/2024	\$1,157,207.34
Receipts	\$232,696.33
Disbursements	\$61,762.55
Balance 10/31/2024	\$1,328,141.12

Working Cash Fund Balance 09/30/2024	\$28,607.60
Receipts	\$12.15
Disbursements	\$0.00
Balance 10/31/2024	\$28,619.75

Certificate of Deposits 10/31/2024	\$300,000.00
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Building Account Balance 09/30/2024	\$56,706.60
Receipts	\$16,925.79
Disbursements	\$9,168.70
Balance 10/31/2024	\$64,462.90

Brooks (Adkisson) moved to file for audit the 10/31/2024 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.)

CORRESPONDENCE

None

PRESIDENT'S REPORT

President Henderson reported that she did speak to Janice Wunderlich about having her students do murals at the library at some point in the future, and while interested, she does not have any availability right now.

REPORTS OF COMMITTEES AND BOARD MEMBERS

None

UNFINISHED BUSINESS

Director Good discussed the option of reviewing the Electronic Meeting Policy as a resolution item next month. She reminded the board that each meeting would still need to physically have a quorum

present at the meeting, but believes it would be beneficial for possible utilization in the future. It was decided that this policy would be a resolution on the December's agenda.

NEW BUSINESS

Director Good recommended changing the library's current item checkout period and renewals process. Currently, patrons initially checkout an item for two weeks and if no other patron has requested the item, may be allowed up to three additional 2-week periods for a total of eight weeks. Library staff currently have an initial checkout period of one month with one renewal. The proposal would involve moving to an automated renewal process. Automated renewal would change the library's existing renewal period to a total of six weeks (initial checkout with two renewals). For Warren County books if no one is waiting, the book could be renewed for an additional period of time. For books owned by another library, staff would need to contact the owning library to ask for additional time. Stephenie recommended that staff be on the same schedule as patrons and asked if notice of an item due would continue via text/email. Director Good thought that the notifications would continue. The recommendation would be to start at the beginning of the new year (1.2.2025). Gambetta (Brooks) made a motion to change the Circulation Policy to two weeks with automatic renewal of two additional 2-week periods for all patrons, including staff. (Ayes—6, Nays—0, Abstentions—0. Motion carried. Unrecorded vote.)

Director Good discussed Per Capita Standards and stressed that the guidelines were just that, not requirements. Items could be more of a goal or the board could decide not to complete an item, but the board is expected to have a discussion. President Henderson said two items of particular interest to her were goal setting and establishing an emergency plan. Director Good shared the results for the strategic planning discussion with staff, who really appreciated being involved. She also shared that she has created a plan of action in the event of an emergency. Both items should be included in strategic planning in early 2025.

DIRECTOR'S REPORT

Circulation/Programs/Internet/Door Count Statistics:

Director Good provided the Director's Report of Statistics for October. The Kirkwood closure provided the main branch with two additional internet computers and usage is up.

Director Good provided follow-up to the ramp concerns at the Alexis branch. She contacted the Village of Alexis, because that entity owns the building, and shared Debbie's concerns. They made a small adjustment, but it was not a significant improvement. Should patrons have additional concerns, the Alexis branch will encourage patrons to make requests directly to the Village.

Upcoming events:

Adults:

November 21st @ 5:00 pm: Book discussion – "First Lie Wins" by Ashley Elston

November 25th @ 2:00 pm: Program – Penning Your Past w/ Tessa Hobbs Curley and the U of I Extension Office

Youth:

Take & Make kits for November: Pinecone Turkey Craft

November 21st @ 3:30 pm: Pokémon Club

The next meeting will be held at the main branch on December 9th @ 5:15 p.m.

Motion to adjourn by Gambetta (Brooks). The meeting was adjourned at 6:50 p.m.

—Jackie Beal, Board Trustee and Recording Secretary