

The Atlanta Public Library District of Trustees met on February 9, 2024. President Connie Wertheim called the meeting to order at 6:36 P.M. The roll call was taken with the following Trustees present: Connie Wertheim, Heather Chapman, Savannah Langley, Jason Dean, and Chris Colaw. Karin McDowell was absent. Also present were Christina Vannoy, Administrator Director; Julianna Nordman, Program/Museum Director; Carsyn Bell, Jenni Godfrey, and Amy Wertheim.

Public Comments

There were no public comments.

Approval of January 11, 2024, Meeting Minutes

The Trustees read over the January 11, 2024, meeting minutes. Connie Wertheim asked for any additions or corrections. Hearing none, Savannah Langley made the motion to accept the January 11, 2024, meeting minutes. Heather Chapman second the motion. Roll call was as follows: Connie Wertheim, yes; Heather Chapman, yes; Jason Dean, yes; Chris Colaw, yes; Savannah Langley, yes. Motion carried.

Approval of January 27, 2024, Special Meeting Minutes

The Trustees read over the January 27, 2024, special meeting minutes. Connie Wertheim asked for any additions or corrections. Hearing none, Heather Chapman second the motion. Roll call was as follows: Connie Wertheim, yes; Heather Chapman, yes; Jason Dean, yes; Chris Colaw, yes; Savannah Langley, yes. Motion carried.

Approval of January 31, 2024, Financial Report

The Trustees read over the January 31, 2024, financial report. Connie Wertheim asked if there were any questions regarding the report. Chris Colaw asked about the Illinois Prairie Community Foundation line item. Heather Chapman explained that several years ago, \$8,000 was left to the library, and it was invested into this foundation. Every month, \$25 is automatically put in this account. The money comes out of the \$8,000, not the library's account. Over the years, it has grown to \$14,963.45. This money may be used for anything that improves the community. Hearing no more questions, Connie Wertheim made the motion to accept the January 31, 2024, financial report. It was second by Chris Colaw. Roll call was as follows: Connie Wertheim, yes; Heather Chapman, yes; Jason Dean, yes; Chris Colaw, yes; Savannah Langley, yes. Motion carried.

Director's Reports

Christina Vannoy, Administer Director, shared with the Trustees the following information:

- She introduced our new employee, Carsyn Bell. Carsyn will be working Monday, Wednesday, and Fridays from 10 – 3 with Christina Vannoy. She will also be helping other times when needed.
- Patrons borrowed seventy-six items from hoopla – half being audio books.
- Information packets were distributed at Olympia south for the 1,000 Books Before Kindergarten program.
- A Valentine's craft is planned for Valentine's Day from 5 P.M. to 6:30 P.M.
- During January 286 items were borrowed and ten new library cards were issued.

- The Buck-a-Bag book sale will run in February.

Julianna Nordman, Program/Museum Director shared the following information with the Trustees:

- Research for the one-room schoolhouses has been completed.
- Valentine's Market to date has twenty-nine vendors,
- She shared her work schedule.
- She presented the Trustees with her resignation- effective March 1. 2024.

Jason Dean made the motion to accept the Director's reports. It was second by Chris Colaw. Roll call was as follows: Connie Wertheim, yes; Heather Chapman, yes; Jason Dean, yes; Chris Colaw, yes; Savannah Langley, yes. Motion carried.

Committee Reports

Policy and Planning

- Employee Handbook – Heather Chapman reported that the employee handbook is still a work in progress. She has sent out a draft to the Trustees and stated that #5 referring to fire be crossed out. She and the committee will continue squeaking the handbook and continue sending the Trustees updates.

Facilities

Cameras

Connie Wertheim reported that the first installment of monies has been sent to Full Spectrum Tech Solutions for the installation of cameras in Union Hall and the Downey Buildings. Jason Dean is our contact person and will be handling the communication with them.

Furnaces

Jason Dean is still in the process on investigating furnace options for Union Hall.

Cabinets in Union Hall

Jason Dean fixed the hinges on the cabinets in the craft room at Union Hall. Some may need magnets to help keep them shut.

Budget and Finance

Heather Chapman, treasure, would like for the Trustees to consider making several large payments towards the loan before it matures in August. The Trustees discussed \$15,000 every three months. This will be voted on at our March meeting.

Programs and Services

Valentine's Day Market and craft day were discussed during the director's reports.

Insurance – No report

Technology – No report

Compliance – No report

Personnel

Carsyn Bell was introduced by Christina Vannoy during the director's reports.

Old Business

Museum Hours

This will be discussed at a later date.

Library Hours

Jenni Godfrey's hours will be extended by thirty minutes on Tuesday and Thursday evenings from 5:30 P.M. to 7:30 P.M.

Institutional Structure

The Atlanta Public Library Board has a diagram that shows the process of how the personal committee, library director, librarian, and circulation assistant work together. The museum advisory board and curator work together. All answer to the Trustees of the board.

Job Descriptions

Heather Chapman and Savannah Langley reported that the job description drafts have been shared in Outlook. Trustees need to read over and share any concerns before our March meeting.

New Business

Vice-President Replacement

Connie Wertheim has asked Savannah Langley to be the vice-president of the Atlanta Public Library replacing Holly Sanford. Savannah graciously accepted.

Economic Statements

Each Trustee needs to fill out their economic interest statement to be turned in to the county by May. Christina Vannoy will deliver the statements to the Logan County Clerk.

Visitor Center

Chris Colaw shared a letter with the Trustees from Bill Thomas regarding whether the Trustees want the Union Hall to remain the Visitor's Center. Christina Vannoy will need to check with the Logan County Tourism Agency about this matter because they gave monies to have the Visitor's Center be in the Union Hall when Bill Thomas still owned the building. Bill Thomas would be interested in moving the Visitor's Center to the Giant's Museum. Jason Dean made the motion that the Visitor's Center be moved to the Giant's Museum if the Logan County Tourism Agency okays the move. Chris Colaw second the motion. Roll call was as follows: Connie Wertheim, yes; Heather Chapman, yes; Jason Dean, yes; Chris Colaw, yes; Savannah Langley, yes. Motion carried.

Museum Advisory Board

Connie Wertheim reported that the Museum Advisory Board met on February 4, 2024, at the museum. The board consists of Connie Wertheim, Amy Wertheim, Georgia Green, Susan Hoblit, and Larry Brandt. Amy Wertheim shared with the Trustees the museum's mission statement, along with the responsibilities of the board. She also shared the goals of the permanent, education, and reference library, they would like to have at the museum. A monthly update will be given at the meetings.

Round Table

Savanah Langley shared several future ideas with the Trustees:

- A new Logo for the museum.
- A laminated sign pointing to the elevator.
- Rental agreement updates especially since we will be installing cameras.
- She and Christina will work on these updates.
- Because of the issues with those renters of the Union Hall not cleaning after their event, we should strongly consider raising the rent deposit.

Connie Wertheim would like for the Trustees to be very diligent in finding a new board member.

No further business to be considered, Heather Chapman made the motion to close the meeting. Jason Dean second the motion. Roll call was as follows: Connie Wertheim, yes; Heather Chapman, yes; Jason Dean, yes; Chris Colaw, yes; Savanah Langley, yes. Motion carried. Meeting was adjourned at 8:33 P.M.

Respectfully submitted,

Connie Wertheim, pro-tem secretary