

Atlanta Public Library District: November 2023 Meeting Minutes

The Atlanta Public Library District met November 9, 2023, at the Library.

Regular Meeting

CALL TO ORDER/ROLL CALL

- President Connie Wertheim called the meeting to order at 6:30 p.m.
- The roll call was taken with the following Trustees present: Connie Wertheim, Heather Chapman, Karin McDowell, Savannah Langley, Chris Colaw, Jason Dean, Holly Sanford
- Also present were Christina Vannoy, Administrative Director; Debbie Last, Abbott

PUBLIC COMMENTS

APPROVAL OF THE OCTOBER 12, 2023 REGULAR MEETING MINUTES APPROVAL OF THE OCTOBER 31, 2023 FINANCIAL REPORTS

Secretary McDowell noted Vice President Sanford was present and the change was made to the minutes.

Treasurer Chapman motioned to accept the October 12 meeting minutes; Trustee Colaw seconded. Roll call was as follows: Holly Sanford, yes; Connie Wertheim, yes; Heather Chapman, yes; Chris Colaw, yes; Savannah Langley, yes; Jason Dean, yes; Karin McDowell, yes. Motion carried.

Financial Report:

The current loan balance is roughly \$144,000. Trustee Colaw asked about Union Hall rent – we rent space to the Arcade as office rent. Secretary McDowell asked about the art and craft supply budget – all paint was moldy and had to be thrown out and replaced. Summer reading supplies were the next big expense.

Trustee Colaw motioned to approve October 31, 2023 Financial Report; President Wertheim seconded. Roll call was as follows: Holly Sanford, yes; Connie Wertheim, yes; Heather Chapman, yes; Chris Colaw, yes; Savannah Langley, yes; Jason Dean, yes; Karin McDowell, yes. Motion carried.

Debbie Last from Abbot reported we're on Cash Basis accounting. We don't record receivables or payables, which is common for small government entities. We have a general fund, which we can spend on anything, and a second fund which we specifically levy for. IMRF fund has \$7,700, we spent roughly \$300 in the last year, so the percentage could be lowered in the future. Social Security brought \$6,500, paid out \$3,500, so Debbie recommends we adjust this one, as well. These recommendations can be considered when the next budget is made in May 2024. Payroll liabilities are recorded in the Statement of Financial Position. Miscellaneous (\$17,356) is shown on F9 and included rental income. For the state, we report on what was

spent on Culture and Recreation (\$149,358), debt (\$8,712 including principal and interest), and any capital outlays (\$0). In the General Fund, we brought in \$88,525 more than we spent. We paid the \$19,571 for the FY24 payment on the loan. We owe \$156,012 in August 2024 to pay off the loan. Our Pension Funds are fully funded.

Treasurer Chapman and Director Vannoy will put information together for the next meeting.

Secretary McDowell will sign and notarize the document and return it to Director Vannoy to return to Abbott.

Trustee Chapman motioned to approve the Annual Financial Report; Trustee Sanford seconded. Roll call was as follows: Holly Sanford, yes; Connie Wertheim, yes; Heather Chapman, yes; Chris Colaw, yes; Savannah Langley, yes; Jason Dean, yes; Karin McDowell, yes. Motion carried.

DIRECTORS' REPORTS

Director Vannoy:

- Christina has an interview series with Route Magazine about the library.
- Christina has been weeding out materials that have not been checked out in the last four years to make room for new titles. We'll do a Buck a Bag sale.
- Christina has failed the search and will restart the process. She'll post on the Facebook page, Olympia Review, and post on the door. The hours will be between 10-15 hours/week.

Director Nordman:

- Julianna's report was shared.

Trustee Langley motioned to approve October 31, 2023 Directors' Reports; Trustee Colaw seconded. Roll call was as follows: Holly Sanford, yes; Connie Wertheim, yes; Heather Chapman, yes; Chris Colaw, yes; Savannah Langley, yes; Jason Dean, yes; Karin McDowell, yes. Motion carried.

COMMITTEE REPORTS

- Policy & Planning: Working copies of many working documents, one will be ready for our next meeting.
 - Employee Handbook
 - Trello
 - Fine Free Policy
 - Incident Report
- Facilities:
 - Union Hall Threshold: Justin Minder didn't respond to Jason, among a few others. Trustee Dean followed up to ensure Tony is licensed and insured and will secure copies of the documents.

- Chimney: Work started 11/9/23. The remaining balance due is approximately \$16,572, which will be paid when the work is completed.
- Cistern Removal & Repair: No work
- Faucet Leak: Tartar Brothers came out and took photos, Trustee Dean hasn't heard anything since.
- Brick Washing & Tuckpointing
- Union Hall Furnaces
- Remove Awning (Downey Building)
- Keypads & Cameras: Trustee Dean talked with Jonathan, will meet to discuss. Director Vannoy will order a small keypad for 4H.
- **Budget & Finance:**
 - The lawyer responded to Treasurer Chapman about opening an account specific for capital improvements. Since the funds we have are general funds, we can create a special account and designate (and undesignate) funds to be used for buildings. We can call it "Building and Equipment" or "Capital Improvements." Atlanta National Bank recommended we open a Money Market Mutual Account, where the balance would earn some interest, but there's a limit of withdrawing funds six times per month.
- **Programs & Services:**
 - Halloween Programming: Trustee Langley removed all the Halloween decorations.
 - Christmas Programming: Per Trustee Langley, Director Nordman has not planned anything yet for Christmas. The Christmas market will be December 2-3 and is hosted by the APLD. Secretary McDowell requested we consider including other cultures and religions while creating winter/holiday programming.
- **Insurance:**
- **Technology:**
- **Compliance:**
- **Personnel:**
 - Time clock: The treasurer has traditionally signed off on timesheets but would prefer to not. Trustee Langley will take over signing off on payroll and will bring over a timeclock and cards. When Director Vannoy sends the email to Abbott, Trustee Langley will be included on the email.
 - Paid Time Off: The accountant asked us to change our definition of a year to calendar year to align with the carry over in the policy. Paid Leave accrual will be reflected on pay stubs.

Treasurer Chapman motioned to accept committee reports; Vice President Sanford seconded. Roll call was as follows: Holly Sanford, yes; Connie Wertheim, yes; Heather Chapman, yes; Chris Colaw, yes; Savannah Langley, yes; Jason Dean, yes; Karin McDowell, yes. Motion carried.

OLD BUSINESS

- **Review of Illinois Library Standards:**
 - Programming: Consider demographics (3), age groups (7), survey community (4)
 - Youth: develop information literacy (12), partner with schools (19),
 - Technology: internet use policy reviewed annually (10), appropriate hardware (1)

- Marketing: invite local officials to visit (6), update website with minutes/policies (7)
- **Capital Account, Earmarking:** Treasurer Chapman recommends we open and title the account.

Secretary McDowell motioned to open a Money Market Mutual account, called "Building & Equipment Account," to be used for building, equipment, and maintenance and move \$25,000 into the new account; Vice President Sanford seconded. Roll call was as follows: Holly Sanford, yes; Connie Wertheim, yes; Heather Chapman, yes; Chris Colaw, yes; Savannah Langley, yes; Jason Dean, yes; Karin McDowell, yes. Motion carried.

- **Paid Time Off Policy:** The Policy Committee will make changes and will send them to all Trustees and will include them on the December agenda.

NEW BUSINESS

- **Bid for Union Hall Threshold Construction:**
 - Tony and Trustee Dean met and went into the basement of Union Hall. There's a block wall under the Union Hall threshold.
 - The work will take two weeks
 - Tony can start as soon as Wednesday, November 15

Vice President Sanford motioned to accept the bid, as is for \$7,588.85, and schedule the work as soon as license and insurance documents are presented to the board; Trustee Dean seconded. Roll call was as follows: Holly Sanford, yes; Connie Wertheim, yes; Heather Chapman, yes; Chris Colaw, yes; Savannah Langley, yes; Jason Dean, yes; Karin McDowell, yes. Motion carried.

- **Work Request:** Director Nordman has asked Treasurer Chapman to have some remote work time. Verbiage should be included in the Employee Handbook before any remote work is approved.
- **Hours of Operation:** Treasurer Chapman is requesting additional hours. Additional staff are required to be hired in order to do this.

ROUND TABLE DISCUSSION

- Chris: None
- Jason: None
- Heather: It would be wise and helpful to volunteer to sub and train.
- Holly: Standards of Collaboration – transparent in decision making – responses getting are not transparent.
- Savannah: Attend a city council meeting to understand where we stand with them. Connie will attend the next meeting – 1st and 3rd Tuesday of the month at 7:30. Union Hall is a mess; it took longer for Kim to clean than she'd budgeted.
- Connie: None
- Karin: Olympia Madrigals performing at the library Friday, November 17 a bit after 1 p.m.

ADJOURNMENT

At 8:25 p.m., Treasurer Chapman made a motion to close the meeting; Vice President Sanford seconded.

Respectfully submitted,

Karin McDowell
Secretary