

# **Atlanta Public Library District: July 2023 Meeting Minutes**

The Atlanta Public Library District met July 13, 2023, at the Library.

## **CALL TO ORDER/ROLL CALL**

- President Connie Wertheim called the meeting to order at 6:02 p.m.
- The roll call was taken with the following Trustees present: Connie Wertheim, Heather Chapman, Holly Sanford, Karin McDowell
- Also present were Christina Vannoy, Administrative Director, and Julianna Nordman, Program Director/Museum Director
- Guests present were Jenni Godfrey, Savannah Langley, Chris Colaw, and Jason Dean

## **PUBLIC COMMENTS**

None

## **OPEN HOUSE**

Missy's Sweet Shop provided cupcakes for the Open House.

Jason asked about the role of board. Current Trustees shared examples like establishing policies, maintenance, stewarding taxpayer dollars, establish long-term plans, serve on committees, work as a team.

It was also shared the open positions are 3 2-year terms via appointment.

## **ASSIGNMENT OF BOARD MEMBERS TO COMMITTEES**

Current Trustees and Directors were assigned to the following committees:

- FOIA: Director Vannoy, President Wertheim
- Facilities/Grounds: President Wertheim
- Funding/Finance/Insurance: Treasurer Chapman, Secretary McDowell, Director Vannoy
- Compliance: President Wertheim, Director Vannoy
- Programs/Services: Vice President Sanford, Director Vannoy, Director Nordman
- Personnel: President Wertheim, Vice President Sanford
- Planning: Treasurer Chapman, Secretary McDowell, Director Vannoy, Director Nordman

Director Nordman asked if the Museum has a separate committee? Currently the Museum will fall under the Programs/Services, but will revisit after we settle into the new board/committees.

**APPROVAL OF THE MAY 18, 2023 REGULAR MEETING MINUTES**  
**APPROVAL OF THE JUNE 8, 2023 REGULAR MEETING MINUTES**  
**APPROVAL OF THE JUNE 15, 2023 SPECIAL MEETING MINUTES**

Vice President Sanford made a motion to approve the May 18, 2023, the June 8, 2023, and the June 15, 2023 meeting minutes. Treasurer Chapman seconded. Roll call was as follows: Connie Wertheim, yes; Holly Sanford, yes; Heather Chapman, yes; Karin McDowell, yes. Motion carried.

**APPROVAL OF THE MAY 31, 2023 FINANCIAL REPORTS**  
**APPROVAL OF THE JUNE 30, 2023 FINANCIAL REPORTS**

Secretary McDowell made a motion to approve the May 31, 2023, and June 30, 2023 financial reports. Vice President Sanford seconded. Roll call was as follows: Connie Wertheim, yes; Holly Sanford, yes; Heather Chapman, yes; Karin McDowell, yes. Motion carried.

**DIRECTORS' REPORTS**

Director Vannoy:

- 11 children are signed up for the 1,000 Books Before Kindergarten program. Three have collected their prize for the first 100 books. No completions yet but some close to the 500 book mark.
- \$1,000 sent to Hoopla in July, at the start of the Fiscal Year (FY), which should cover most of the FY
- 5 new library cards were issued
- More Playaways were purchased with the FY22 Per Capita Grant
- Secretary McDowell and Director Vannoy will start working on the electronic newsletter in August 2023
- The FY23 Per Capita Grant, for approximately \$3,301, arrived and will be used to purchase video games
- Due to personal reasons, the person previously interested in fill-in work won't be able to help. Position will be publicly posted. Jenni is also available for more evening hours. The schedule will be evaluated.

Director Nordman:

- 20 kids are signed up for summer reading. Nationally, summer reading programs have fewer participants this year
- Julianna's brother and dad are coming to present on electromagnetism
- A flood plane/storm management 5' x 5' table will be borrowed from Springfield for a session on July 21, 2023
- Overall, attendance at programs is down. Julianna would like to survey patrons, evaluate future offerings.
- The Summer School event in partnership with OSE and OWE had 35 kids in attendance
- Recent donations include two photographs

- There's been one research request
- The Museum received a generous \$1,000 donation from Susan Hoblit, usage to be discussed later in the meeting
- While working remotely, Julianna researched the Juneteenth post, created a plan for the art portions of summer reading
- For the 50th Anniversary of the Museum, Julianna will have a timeline in the museum front windows that will also incorporate the 150th anniversary of the library and the 170th anniversary of the town. The window should be complete by July 24, 2023. A QR code on the window with a completable form, inviting visitors to share their milestones will be considered.
- The Library and Museum will have a booth at the Fall Festival in September

Vice President Sanford moved to accept the Directors' Reports; Treasurer Chapman seconded. Roll call was as follows: Connie Wertheim, yes; Holly Sanford, yes; Heather Chapman, yes; Karin McDowell, yes. Motion carried.

## BOARD REPORTS

Treasurer Chapman provided an overview of the loan's history. The loan hits maturity August 2024 and will need to be refinanced, as full payoff will not be possible. The current fixed rate is 4.5% and will likely be higher at the time of refinancing. A payment of \$20,000 will be made August 1, 2023.

## OLD BUSINESS

- **Library Chimney:** Otto Baum out of Morton will provide a quote July 14, 2023 to Director Vannoy. The inspector confirmed there is a crack or significant blemish on each side of the chimney. President Wertheim will call two more people to secure additional estimates
- **Awning:** A first bid has been secured from RA Awning from Morton. President Wertheim will also call Bloomington Awning for a second quote. Missy will not pay anything to replace the awning. President Wertheim will communicate with Missy. Director Vannoy will submit a report to the grantmaking organization within two weeks of the project completion. Secretary McDowell will contact Bill Thomas to ask if any grant money was used to paint the windows at the Palms Grill. Treasurer Chapman motioned that Missy will not contribute to the funding of the awning replacement; Vice President Sanford seconded. Roll call was as follows: Connie Wertheim, yes; Holly Sanford, yes; Heather Chapman, yes; Karin McDowell, yes. Motion carried.
- **Keys to Buildings:** A policy regarding the keys is needed and will be developed by the Facilities Committee and will include language that board members can have a key, if desired, but no copies will be made, and Trustees must collect keys from former board members. Additionally, a record of who has which keys will be made. It was discussed rekeying the building, fixing the Collections Room door lock, and a keypad was considered for Union Hall. President Wertheim (as the Facilities Committee) and Directors Vannoy and Nordman will move this forward.

## NEW BUSINESS

- **Vacant Trustee seats:** Three interested. Chris Colaw and Savannah Langley confirmed interest. Director Vannoy will follow up with Jason Dean. Appointments will begin at the August board meeting.
- **FOIA request:** President Wertheim shared the request appears to be a scam but was replied to in compliance.
- **Approval of the FY23-24 Budget:**
  - Budget is guidance
  - Vice President Sanford requested adding \$10,000 to personnel.
  - Director Vannoy highlighted the significant building maintenance anticipated and the need for a comprehensive plan, which the Facilities Committee will begin working on. At this time, the estimate for the chimney work is unknown.
  - Secretary McDowell motioned to accept the budget as presented; Treasurer Chapman seconded. Roll call was as follows: Connie Wertheim, yes; Holly Sanford, yes; Heather Chapman, yes; Karin McDowell, yes. Motion carried.
- **Recent Museum Donation:** As noted, Susan Hoblit donated \$2,000, as \$1,000 to each director to spend as they see fit. Director Nordman will use a portion, approximately \$700, to purchase a hand-held recorder (~\$200) and two microphones (~\$250 each) and an SD card. The Library will purchase a 10 seat subscription to Microsoft 360 that includes transcription software. Vice President Sanford motioned to approve Director Nordman's proposal to purchase the recorder, microphones, and SD card to begin the oral history project; Secretary McDowell seconded. Roll call was as follows: Connie Wertheim, yes; Holly Sanford, yes; Heather Chapman, yes; Karin McDowell, yes. Motion carried.
- **Paid Leave for All Workers Act:** The law was signed by Governor Pritzker and will go into effect January 1, 2024. Staff accrues leave at 1 hour for every 40 hours worked for a total of 40 hours paid leave. Treasurer Chapman will read the full policy. Treasurer Chapman motioned to implement the Paid Leave for All Workers Act effective August 1, 2023 for all staff; Vice President Sanford seconded. Roll call was as follows: Connie Wertheim, yes; Holly Sanford, yes; Heather Chapman, yes; Karin McDowell, yes. Motion carried. Treasurer Chapman will communicate this with our accountant.
- **Patron Fines:** Bloomington, Normal, Tremont, and Heyworth are all fine-free. Last fiscal year, APLD had approximately \$50 in fines collected. If a book is lost or damaged, it will still be charged. Vice President Sanford motioned for the APLD to go fine free; Treasurer Chapman seconded. Roll call was as follows: Connie Wertheim, yes; Holly Sanford, yes; Heather Chapman, yes; Karin McDowell, yes. Motion carried.
- **Review of active contracts:** Abbott contract needs a review and approval. Monthly fees are going up by approximately \$50/month. The Annual Financial Report and the Annual Treasurer Report will be \$1,700 and \$850, respectively. Abbott will present to the board in November and file with the Comptroller.
- **New vacuum for the library:** Kim has requested a new, corded vacuum, as the current one is not always charging and spits debris out. Vice President Sanford motioned to spend up to \$200 on a new vacuum. Secretary McDowell seconded. Roll call was as

follows: Connie Wertheim, yes; Holly Sanford, yes; Heather Chapman, yes; Karin McDowell, yes. Motion carried.

- **Time and/or gas reimbursement for staff:** Director Vannoy drives to Lincoln to pick up checks. Vice President Sanford asked why they aren't mailed to the library. Holiday pay was also raised by Director Norman. Vice President Sanford noted holiday pay is a policy, not a law and that policies need to be written by the Personnel Committee for both holiday pay and travel expenses being reimbursed at the federal rate. It was also noted requests need to be made in advance. A mileage form should be created. Vice President Sanford motioned to approve implementing a reimbursement at the federal rate for travel going forward; Treasurer Chapman seconded. Roll call was as follows: Connie Wertheim, yes; Holly Sanford, yes; Heather Chapman, yes; Karin McDowell, yes. Motion carried.
- **Trustees to audit Secretary minutes:** Vice President Sanford and Treasurer Chapman will review the past fiscal year's minutes before September 1, 2023.
- **Sexual Harassment Training:** Director Vannoy will email all Trustees the link to the required training.
- **August Meeting Date:** August 17, 2023 was set as a special meeting date.

## ROUND TABLE DISCUSSION

- Treasurer Chapman: Wants to revisit changing the hours; reinforced the importance of purchasing 10 seats of Microsoft 365 for all staff and Trustees; wants to establish spending limits without Trustee and/or board approval; Jenni's husband, Eli, is willing to do maintenance and Mike Johnson will train someone to fix the clock
- Secretary McDowell: Requested we keep APLD business in APLD email and reserve texts/calls for urgent/emergencies
- Vice President Sanford: Seconded addressing hours; requested we explore merchandise for visitors
- President Wertheim: Museum dedication and shared history of Lucille Pech - would like to have a plaque dedicated to Lucille

## ADJOURNMENT

At 8:35 p.m., Treasurer Chapman made a motion to close the meeting; Secretary McDowell seconded. Roll call was as follows: Connie Wertheim, yes; Holly Sanford, yes; Heather Chapman, yes; Karin McDowell, yes. Motion carried.

Respectfully submitted,

Karin McDowell  
Secretary