

Atlanta Public Library District: June 2023 Annual Meeting Minutes

Decennial Committee Meeting

CALL TO ORDER

- The meeting was called to order by Vice President Jim Welchel at 6:30 p.m.
- Trustee Karin McDowell is taking notes, due to Secretary Connie Wertheim's broken wrist

APPOINTMENT OF TWO RESIDENTS TO THE COMMITTEE

The following community members were appointed to the committee, with a motion by Trustee Randy Brooks and seconded by Jim Welchel:

- Dawn Begolka
- Sandra Bellrose

ROLL CALL

Roll call was as follows: Connie Wertheim, yes; Heather Chapman, yes; Jim Welchel, yes; Diane DeVore, yes; Randy Brooks, yes; Karin McDowell, yes

NEW BUSINESS

Purpose of the committee:

- Trustee Heather Chapman will chair the compilation of the document, in cooperation with Administrative Director Christina Vannoy, which will identify and describe activities the Library and Museum do that are not done by
- other public entities
- The final document is submitted to Logan County Clerk Theresa Moore
- Clerk Moore will schedule a date for presentation to the Logan County Board
- The report must be completed within 18 months, and will be updated in 10 years

Three meetings are required:

- The first must take place by June 10, 2023; this meeting fulfills that requirement
- The second meeting will review the nine (9) individual sub-sections, each led by a member of the committee. This meeting is scheduled for Thursday, October 14, at 5:30 p.m., ahead of the regular APLD board meeting.
- The third meeting will review the final packet prior to submission to Clerk Moore, and will be scheduled during the October 14 meeting

Secretary Wertheim motioned to add Director Vannoy to the committee, Trustee Chapman seconded. Roll call was as follows: Connie Wertheim, yes; Heather Chapman, yes; Jim Welchel, yes; Diane DeVore, yes; Randy Brooks, yes; Karin McDowell, yes

Packets were distributed as follows:

1. General provisions: Trustee Chapman
2. Territory/district mergers: Secretary Wertheim
3. Dissolution of district: Trustee Brooks
4. Taxation: Sandra Bellrose
5. Buildings: Trustee McDowell
6. Public Library: Treasurer DeVore
7. FOIA: Vice President Welchel
8. Ethics: Dawn Begolka
9. Township: Holly Sanford, in absentia

Trustee Chapman requested all work completed be stored in APLD records for reference in 10 years time.

Resident survey: Director Vannoy requests to survey APLD members across a range of topics including library usage, ideas for improvement, and demographic information. Director Vannoy will share the questions with the committee members for additional feedback before launching the survey. The survey will run until early October, both electronically and via paper copies available in the library.

ADJOURNMENT

Treasurer DeVore made a motion to close the meeting; Trustee Chapman seconded. Trustee Brooks asked about the post-date on the bottom of the meeting agenda, as it was June 6, 2023. Trustee Vannoy responded the agendas have to be posted 48 hours in advance of the meeting. Roll call was as follows: Connie Wertheim, yes; Heather Chapman, yes; Jim Welchel, yes; Diane DeVore, yes; Randy Brooks, yes; Karin McDowell, yes. The meeting was adjourned at 6:57 p.m.

Annual Meeting

The Atlanta Public Library District met June 8, 2023, at the Union Hall.

CALL TO ORDER/ROLL CALL

- Vice President Welchel called the meeting to order at 7:00 p.m.
- The roll call was taken with the following Trustees present: Jim Welchel, Randy Brooks, Diane DeVore, Heather Chapman, Connie Wertheim, and Karin McDowell
- Also present were Christina Vannoy, Administrative Director, and Julianna Nordman, Program Director/Museum Director
- Guests present were Larry Brandt, Amy Wertheim, Holly Sanford, and Georgia Green

PUBLIC COMMENTS

Larry Brandt expressed concern about the loss of the Black Methodist podium and that the board is not qualified to oversee museum operations.

Vice President Welchel asked Larry about the last time he saw the podium; Larry noted it was a few months ago in the Collections Room. Georgia Green asked Larry to describe the podium, which he did as having a base, a stand, and a sloped top, in an antique/primitive classification.

Larry also noted he has artifacts he's acquired over the years, mainly off eBay.

Amy Wertheim has a background in building/design from State Farm. She met with Zach regarding the air conditioning issues at Union Hall and the Downey Building. She shared there are four (4) furnaces for the Downey Building and five (5) for Union Hall – a decision made so separate units could be billed separately. Union Hall is a large, commercial building and Zach recommends the board consider converting over to commercial AC/furnace units.

SWEARING IN OF NEWLY ELECTED LIBRARY TRUSTEE/ OATH OF OFFICE

Secretary Connie Wertheim administered the oath of office for the newly elected Trustee Holly Sanford.

ELECTION OF NEW OFFICERS

Officer elections were held, as this was the Annual Meeting.

President:

- Trustee Chapman nominated Secretary Wertheim
- Treasurer DeVore nominated Vice President Welchel
- Vice President Welchel nominated Trustee McDowell

Trustee Chapman motioned to close nominations, Vice President Welchel seconded. Secretary Wertheim received four (4) votes from Trustee Sanford, Trustee Chapman, Trustee McDowell,

and Secretary Wertheim. Vice President Welchel received three (3) votes from Treasurer DeVore, Trustee Brooks, and Vice President Welchel. Trustee McDowell, standing in for Secretary Wertheim, administered the oath, and President Wertheim preceded over the balance of the meeting.

Vice President:

- President Wertheim nominated Trustee Sanford
- Treasurer DeVore nominated Vice President Welchel

Trustee Brooks motioned to close nominations, Trustee Chapman seconded. Trustee Sanford received five (5) votes from President Wertheim, Trustee Chapman, Vice President Welchel, Trustee McDowell, and Trustee Sanford. Vice President Welchel received two (2) votes from Trustee Brooks and Treasurer DeVore. President Wertheim administered the oath to now Vice President Sanford.

Secretary:

- Trustee Welchel nominated Trustee Chapman
- Trustee Chapman nominated Trustee McDowell

Trustee Welchel motioned to close nominations, Trustee Brooks seconded. Trustee McDowell received six (6) votes from President Wertheim, Vice President Sanford, Trustee Chapman, Treasurer DeVore, Trustee Brooks, Trustee McDowell. Trustee Chapman received one (1) vote from Trustee Welchel. President Wertheim administered the oath to now Secretary McDowell.

Treasurer:

Trustee Brooks nominated Trustee Chapman

Secretary McDowell motioned to close nominations, Vice President Sanford seconded. Trustee Chapman received seven (7) votes from President Wertheim, Vice President Sanford, Trustee Chapman, Treasurer DeVore, Trustee Brooks, Secretary McDowell, and Trustee Welchel. President Wertheim administered the oath to now Treasurer Chapman.

ASSIGNMENT OF BOARD MEMBERS TO COMMITTEES

It was requested the board postpones the committee assignments until the July meeting. President Wertheim will reach out to Trustees in advance for committee interests. Committees are outlined in the board bylaws.

APPROVAL OF THE MAY 18, 2023, REGULAR MEETING MINUTES

Trustee DeVore requested board packets be made available via email and hard copies immediately after the agenda is posted, 48 hours in advance of each meeting.

Vice President Sanford made a motion to delay approval of the meeting minutes to the July board meeting. Trustee DeVore seconded. Roll call was as follows: Connie Wertheim, yes; Holly Sanford, yes; Heather Chapman, yes; Jim Welchel, yes; Diane DeVore, yes; Randy Brooks, yes; Karin McDowell, yes. Motion carried.

APPROVAL OF THE MAY 1, 2023, FINANCIAL REPORTS

Trustee Brooks made a motion to delay approval of the financial reports to the July board meeting. Secretary McDowell seconded. Roll call was as follows: Connie Wertheim, yes; Holly Sanford, yes; Heather Chapman, yes; Jim Welchel, yes; Diane DeVore, yes; Randy Brooks, yes; Karin McDowell, yes. Motion carried.

DIRECTORS' REPORTS

Director Vannoy:

- 10 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.
- Adult reading program will launch this summer. Patrons will receive a scratch-off ticket for each book checked out. Losing tickets will go into a grand prize drawing.
- We were awarded the Per Capita Grant, for approximately \$3,301, which will be used to build up video game options
- Laure Bauer has been hired as an on-call employee
- Trustee DeVore asked about Missy's Sweet Shop rent payments and timing. Vice President Sanford noted the norm of a 15-day grace period.

Director Nordman:

- Program calendar has been published
- Approximately 75 people, including tour groups, visited the museum since the May 18, 2023 meeting
- The APLD has received \$65 in donations since the May 18, 2023 meeting
- We received some donations from the Stuart Fields estate. Due to smoke contamination, they are quarantined in a sealed box in Union Hall
- Trustee Welchel asked how many visitors were residents, defined as current or former Atlanta residents. Director Nordman will have a breakdown at the next board meeting

Trustee Welchel moved to accept the Directors' Reports; Vice President Sanford seconded. Roll call was as follows: Connie Wertheim, yes; Holly Sanford, yes; Heather Chapman, yes; Jim Welchel, yes; Diane DeVore, yes; Randy Brooks, yes; Karin McDowell, yes. Motion carried.

BOARD REPORTS

None

OLD BUSINESS

- **Library Chimney:** Trustee DeVore requested Director Vannoy contact the chimney companies to set up a time to visit the library. Director Vannoy scheduled for Friday, June 16 at 10 a.m. Trustee DeVore requested communication about the schedule; Director Vannoy noted it had been emailed prior to the meeting. President Wertheim reminded APLD business should be via APLD email. Director Vannoy will meet with the chimney company and report back to the board.
- **Awning:** Trustee Welchel told the awning company to install the new awning at Missy's Sweet Shop. The agreed upon arrangement of Missy paying half of the amount not covered by the grant (\$575) was too much, per Trustee Welchel. President Wertheim will reach out to Missy to discuss. Treasurer Chapman asked if the awning would be retained with the building; Trustee Welchel noted it would be.
- **Keys to Buildings:** Trustee DeVore asked if keys were made, per the last board meeting. Trustee Welchel was to make the keys for Union Hall and the Library buildings. Trustee DeVore wanted keys to storage to access financial records. Trustee DeVore stated she believes all Trustees should have keys and access to all buildings, in case of an emergency. Vice President Sanford requested a policy review, including keys. Vice President Sanford motioned to revisit keys in the July meeting. Secretary McDowell seconded. Roll call was as follows: Connie Wertheim, yes; Holly Sanford, yes; Heather Chapman, yes; Jim Welchel, yes; Diane DeVore, yes; Randy Brooks, abstain; Karin McDowell, yes. Motion carried.

NEW BUSINESS

- **Report on AC Problems at Union Hall:** Amy Wertheim reiterated that she met with Zach regarding the air conditioning issues at Union Hall and the Downey Building. She shared there are four (4) furnaces for the Downey Building and five (5) for Union Hall. Filters hadn't been changed in 6+ months as they were black and contributing to the issues.

AC #1 on the roof was not working – a fuse had blown and was replaced by Zach. That caused furnace #1 to blow two fuses, which were then replaced. Each AC unit had been set to different temperatures, causing them to work at different levels. One in Union Hall was set to 73*, causing it to freeze up. Items were piled in front of a furnace in the Downey Building, which has been cleared to help with air flow. One thermostat at Missy's was set to 55* and heat, which tripped a breaker; that has been moved to AC and 75*. All thermostats are now set to 75*.

Trustee DeVore asked who is responsible for building maintenance on a day-to-day basis. President Wertheim reported Director Nordman talked with Zach and now knows.

On Wednesday, June 7, 2023, another AC unit froze. It was turned off for 24 hours to thaw. Zach noted it was low on freon, indicating a slow leak, and was refilled. Next time the freon is low, Zach will seal the gaps from the inside.

One AC unit drips beyond the drip pan; this unit remains off, so to not further ruin the ceiling.

Zach also advised furnaces, which were not replaced when AC units were, are nearing end of life.

Trustee DeVore asked how to know when a unit is low on freon; Trustee Brooks noted it needs to be checked. Trustee Brooks noted Zach's father-in-law put in the AC units.

Vice President Sanford asked about plastic covers to the thermostats to prevent the temperatures changing. Key for the plastic covers would need to be included in the policy. President Wertheim will ask Zach about covers. Larry noted covers were broken last time they were installed.

- **Approval of Meeting Dates Ordinance 23.01:** Trustee Welchel made a motion to approve the meeting dates. Trustee DeVore asked if the September date conflicts with the Fall Festival; it was confirmed it does not. Secretary McDowell seconded the motion. Roll call was as follows: Connie Wertheim, yes; Holly Sanford, yes; Heather Chapman, yes; Jim Welchel, yes; Diane DeVore, yes; Randy Brooks, yes; Karin McDowell, yes. Motion carried.

Director Vannoy will have copies for all Trustees to sign; will email Trustees when ready to stop in to sign.

- **FY23-24 Budget:** Trustee DeVore noted she did not review. Will review and approve in the July meeting. Director Vannoy will send the Excel version to all Trustees.

Director Vannoy noted we still do not have new property tax numbers so an approximation was included. The payoff of the construction loan was adjusted to \$20,000, as requested in the May board meeting. Additionally, three maintenance lines were adjusted per May conversation.

Trustee DeVore asked about the Exhibits budget and how that was determined. Director Vannoy replied that she worked with Director Nordman to determine the amount. Trustee DeVore advised Treasurer Chapman to break it down further.

- **Permission for Museum Director to Work Outside of Museum:** Director Nordman provided President Wertheim a list of items that could be done outside the Museum building. Trustee DeVore did not believe the board should talk about this topic in open session and the topic was moved to the closed session.
- **Key to Collections Room:** It was noted the key to the Collections Room has been both in plain sight and missing recently.

- **Video Camera in Union Hall:** President Wertheim opened discussion of the idea of adding video cameras to Union Hall and the museum, with recent events and access to the building. Trustee DeVore asked who would monitor the feed. Vice President Sanford mentioned Ring products that alert phones with the app when there's movement. Trustee Brooks requested President Wertheim to bring back a proposal to the next meeting.

Closed session / Personnel/Employee Matters [5ILCS 120/2 (c)1]

At 8:07 p.m., Trustee Welchel made the motion to adjourn the regular meeting agenda. It was seconded by Vice President Sanford. Roll call was as follows: Connie Wertheim, yes; Holly Sanford, yes; Heather Chapman, yes; Jim Welchel, yes; Diane DeVore, yes; Randy Brooks, yes; Karin McDowell, yes. Motion carried.

At 8:15 p.m., Treasurer Chapman made the motion to enter a closed session to discuss personnel/employee matters. It was seconded by Trustee Welchel. Roll call was as follows: Connie Wertheim, yes; Holly Sanford, yes; Heather Chapman, yes; Jim Welchel, yes; Diane DeVore, yes; Randy Brooks, yes; Karin McDowell, yes. Motion carried.

At 8:48 p.m., Treasurer Chapman made the motion to end closed session; it was seconded by Trustee Welchel. Roll call was as follows: Connie Wertheim, yes; Holly Sanford, yes; Heather Chapman, yes; Jim Welchel, yes; Diane DeVore, yes; Randy Brooks, yes; Karin McDowell, yes. Motion carried.

Re-open Regular Session

At 8:49 p.m., Treasurer Chapman made the motion to re-open the regular meeting. Vice President Sanford seconded. Roll call was as follows: Connie Wertheim, yes; Holly Sanford, yes; Heather Chapman, yes; Jim Welchel, yes; Diane DeVore, yes; Randy Brooks, yes; Karin McDowell, yes. Motion carried.

Trustee DeVore made a motion to terminate Director Nordman because of missed duties as agreed upon by the board in the April, May, and June meetings. Trustee Brooks seconded. Roll call was as follows: Connie Wertheim, no; Holly Sanford, no; Heather Chapman, no; Jim Welchel, yes; Diane DeVore, yes; Randy Brooks, yes; Karin McDowell, no. Motion did not carry. Director Nordman will continue in duties, no more than 30 hours per week, with hours approved in advance by Treasurer Chapman.

Vice President Sanford made a motion to allow Director Nordman to work remotely, June 11-17, for up to 30 hours to work specifically on researching the following topics and will require a report submitted to the full board, no more than three pages, on what was found:

- Moore's Mill
- Atlanta National Bank
- Coleman Hotel
- Gold Springs
- Bucket of Blood

- Modern Woodmen of America

The motion was seconded by Treasurer Chapman. Roll call was as follows: Connie Wertheim, yes; Holly Sanford, yes; Heather Chapman, yes; Jim Welchel, no; Diane DeVore, no; Randy Brooks, no; Karin McDowell, yes. Motion carries.

ROUND TABLE DISCUSSION

- Trustee Brooks: None
- Secretary McDowell: None
- President Wertheim: The weeds behind Union Hall need to be dealt with – contact Tracy Walters
- Vice President Sanford: Expressed how important the committee assignments are
- Treasurer Chapman: Requested contact information for Dawn and Sandy for the Decennial Committee. Christina will provide
- Trustee Welchel: Resigned from board, noting:
 - Total disregard for board decisions
 - Paying beyond hours
 - Trash left after programs
 - Not sharing with board members
 - Extensions by the board
 - No programs for five (5) months
 - Maintenance was let in by Amy
 - Not good stewards of money
 - Total disregard of what board wants to do
 - Connie requested a resignation letter; Jim refused
 - Jim handed in a cut debit card and two keys
- Trustee DeVore: Noted the sink in the library basement bathroom has no water and a plumber needs to be called. She also resigned, citing:
 - Trash
 - Paint on counters
 - Basic respect
 - Reported she would cut up her debit card and return the keys to the library
 - Diane noted a letter wasn't necessary but would provide one with her debit card and keys
 - If the board turns around, she'll be a part of it again

ADJOURNMENT

At 9:04 p.m., Jim Welchel made a motion to close the meeting. Diane DeVore seconded. Roll call was as follows: Connie Wertheim, yes; Holly Sanford, yes; Heather Chapman, yes; Jim Welchel, yes; Diane DeVore, yes; Randy Brooks, yes; Karin McDowell, yes. Motion carried.

Respectfully submitted,

Karin McDowell
Secretary