

Eldorado Memorial Public Library District

Minutes of the Board of Trustees' Meeting

January 16, 2025

Present: Trustees – Jeff Campbell, Hailey Parker, Kara Lloyd, (and soon to be trustees) Audra Poore and Taylor Barr, Library Director Keith Robinson and Library Assistant Director Corina Gilley

Absent Trustee – Mike Vessel

President Jeff Campbell called the meeting to order at 5:35 pm.

No public citizenry.

A letter of resignation from Lora Mathews, a board trustee, was presented. Mrs. Mathews regrets that she must resign, but a family matter makes her attendance and contribution to the board difficult to achieve.

New Business 1 & 2 -- Audra Poore was named and sworn into the office of Board of Trustees by board secretary Kara Lloyd. Likewise, Taylor Barr was named and sworn into the office of Board of Trustees by board secretary Kara Lloyd.

The December board minutes were approved by Kacy Lapington and Audra Poore seconded the approval.

Treasurer's Report – there was an explanation of the working cash fund. The board agreed to keep it as is. Hailey Parker made a motion to pay the bills and Taylor Barr seconded the motion. There was a roll call vote with all voting "Aye".

Keith Robinson explained a bit more of our contract with Lazerware. The bigger bill from that company was paid by the technology grant that was received a few months ago. The grant deposited money into the library's account and then it is spent. Keith Robinson reports back to the state on what the money was used for.

Librarian's Report -- There were five programs in December focusing on the Christmas holiday. Keith Robinson and Corina Gilley attended the community festival "A Dickens of a Christmas" to hand out books, make reindeer food with families and give information about the library. Keith Robinson organized a staff holiday party at a local restaurant, Los Reyes.

Harlow O'Neill turned in their resignation and their last day of employment was Friday, January 3rd. Harlow O'Neill's hours have been absorbed by other members of staff. The staff is working on many projects such as the organizing staff spaces, the meeting room and the front hallway. The barcode duplication kit has been received and the process of barcoding items on the outside of the library items has begun.

During the month of December, 1275 books and media were checked out. In addition, 419 items were loaned to other libraries and our library received 364 items from other libraries. The receipt for December was \$492.83.

Alan Ninness contacted the library as a possible warming center in case of inclement winter weather. The library has a generator, and Keith Robinson feels that we should put it to use for the community. Jeff Campbell suggested Sullivan Electric as a company who could help service the generator. Keith Robinson said that he will check what the library's capabilities are to help. The meeting room would be the area that would be used for this capacity. Most Board of Trustees felt that the library might be used as a "just in case" option.

There was no unfinished business.

New Business

3. State Farm Insurance Bill – Hailey Parker made a motion to pay the State Farm Insurance premium that includes Building and Contents, Errors and Omissions, Fidelity and Bond for approximately \$15,000. Kacy Lapington seconded the motion. There was a roll call vote with all voting "Aye".

4. Review updated Personnel Policy – Keith Robinson presented the library's updated personnel policy. Many of the board members had received a copy of it earlier in the week. The board talked for a moment about a few of the different sections in the policy. The policy is largely the same as before but has been updated and has some added details. Hailey Paker made a motion to approve the new personnel policy, and Kara Lloyd seconded it. The updated personnel policy has a new ordinance number of 177.

5. Updated library price list for print, copy, fax and laminate services – the price list has been updated for simplicity. Keith Robinson presented these changes.

Hailey Parker motioned to approve the changes, and Taylor Barr seconded the motion. There was a roll call vote with all voting “Aye”.

Keith explained the new graphic for the library that was created. The graphic mimics the five way stop in downtown Eldorado as patrons might make their way to the library. The board approved the new graphic and thanked Keith Robinson for his enthusiasm in his new role as director of the library.

6. Convert Assistant Library Director position held by Corina Gilley to salary – Corina Gilley chose to convert her pay to salary. Kacy Lapington motioned to approve the conversion. Hailey Parker seconded it. There was a roll call vote with all voting “Aye”.

7. Authorize Keith Robinson as Eldorado Memorial Library’s Authorized Agent for Illinois Municipal Retirement Fund -- Hailey Parker motioned to approve Keith as the library’s authorized agent. Kara Lloyd seconded the motion. A roll call vote was taken with all voting “Aye”.

8. Authorize Keith Robinson as a named member of Eldorado Memorial Library’s checking account -- Kacy Lapington motioned to approve Keith Robinson to be a named member, and Audra Poore seconded it. A roll call vote was taken with all voting “Aye”.

9. Authorize Keith Robinson to purchase a cell phone -- to be owned by Eldorado Memorial Public Library – and a service plan to be used for library business. Kacy Lapington made a motion to approve Keith Robinson purchasing a cell phone and service plan. Kara Lloyd seconded it. There was a roll call vote with all voting “Aye”.

10. In other new business, Alyssa Henson, a candidate for library employment, could be a possible fill in if needed by staff. Kacy Lapington replied that Ms. Henson might be able to help with the barcoding project.

Adjournment -- Kacy Lapington made a motion to adjourn at 6:30 pm. The next meeting will be on Thursday, February 13th at 5:30 p.m.

Submitted by Kara Lloyd, Board Secretary