

Ella Johnson Memorial Public Library
109 S. State Street, Hampshire, IL 60140
Regular Meeting of the Board of Trustees
July 25, 2022

Call to Order: President Barbara Brust called the regular meeting of the Board of Trustees to order at 7:01 pm.

Present were trustees Suzanne Lattanzio, Judy Pokorny, Linda Wallace, and Karen Williams. Staff Members present were Executive Director Stephen Bero, Youth Services Manager/Assistant Director Heather Swanson, and Recording Secretary Kimberly Luhman. Public present, none.

Absent: Trustee Pat Dumoulin.

Pledge of Allegiance: President Brust led those gathered in the Pledge of Allegiance.

Changes/Corrections to the Agenda: None

Questions/Comments-Public/Media: None

Approval of Minutes: Motion by Trustee Wallace and second by Trustee Lattanzio to approve the minutes from the Regular Meeting of the Board of Trustees held on June 27, 2022. Minutes were approved by voice-vote consensus.

Treasurer's Report:

- A.** Approval of Bills for July and Payroll for June- Motion by Trustee Lattanzio and second by Trustee Williams to approve July bills in the amount of \$48,034.12 and the June 2022 payroll in the amount of \$27,666.45.

Ayes: Trustees Brust, Lattanzio, Pokorny, Wallace and Willams

Nays: None

Absent: Trustee Pat Dumoulin

- B.** Financial Report-Trustees reviewed the monthly Financial Report prepared by J. Scott Chilton, CPA.

Director's Report:

- A.** Department Reports
- B.** Circulation/Programming/Database Statistics
- C.** Friends Minutes-July 5, 2022

Executive Director Stephen Bero shared an update on the streetscape. The pedestrian crosswalks will be painted soon. The handicap parking space was moved to the north end of the street, due to the curb height. We now have 6 parking spaces and 1 handicap parking space in front of the library.

The front window has been fixed. Caulking was not previously used, and this allowed the rain to come in. Caulking was added in hopes to prevent further leaking.

The Community Room emergency exit door does not open nor does the alarm sound. We will need to have this repaired.

Stephen will be looking at the drop boxes at the Pingree Fire Station and the Cambridge Lakes Community Center. The drop box at the fire station needs replacement, as it allows dirt and water to get into the box, which can damage our materials. The box at the Community Center could potentially need a seal put on the bottom door, as it allowed salt inside during this past winter.

Trustee Brust recommended that if patrons need assistance with electronic devices, they need to schedule an appointment. She has witnessed several staff trying to help patrons, which pulls them away from their regular commitments. Heather Swanson brought up that we do have a service called Device Advice where patrons can schedule an appointment online for assistance with their devices. Many times, staff can do a quick assistance with an app, or library account and it should not pull staff away from other commitments.

Trustee Williams really likes having the percentage increase on the monthly reports, as it helps with visualization.

President's Report: None

Unfinished Business: None

New Business:

- A.** Report of the Committee for the Semi-Annual Review of Executive Session Minutes: Opening executive session minutes to the public. Motion by Trustee Lattanzio and second by Trustee Brust. List of Executive Sessions is in the board packet.

Ayes: Trustees Brust, Lattanzio, Pokorny, Wallace and Willams

Nays: None

Absent: Trustee Dumoulin

Executive Session: Motion by Trustee Williams and second by Trustee Wallace to enter executive session at 7:37 pm to discuss 5 ILCS 120/2(c) (5)-Consideration of the purchase or lease of real property for the use of the public body.

Ayes: Trustees Brust, Lattanzio, Pokorny, Wallace and Williams

Nays: None

Absent: Trustee Dumoulin

Board returned to regular meeting at 8:36 pm.

Action as a Result of Executive Session: None

Discussion: Public Hearing for the Annual Budget and Appropriations is at 6:45 PM prior to the regular meeting on Monday, August 22, 2022.

Coon Creek parade line up is at 11 am for a noon kick-off. We would like to have as many Staff, Trustees and Friends of the Library as possible to join in.

Adjournment: President Brust adjourned the meeting at 8:40 pm.

The Public Hearing for the Annual Budget and Appropriations is at 6:45 PM on Monday, August 22, 2022

The next Regular Board Meeting is at 7:00 pm on Monday, August 22, 2022

Respectfully submitted,

Kimberly Luhman, Recording Secretary

Judith Pokorny, Board Secretary