

Lillie M. Evans Library District
Meeting of the Board of Trustees
November 10, 2022 at 7:00 p.m.

The Lillie M. Evans Library Board was called to order at 7:00 p.m. on Thursday, November 10, 2022. Zach Waldis, Diane Smith, Teresa Bouton, Ellen Cluskey, and Randy Ingle were present. Deb Givens and Gayle Johnson-Brackett were absent. Director Beth Duttlinger was also present.

Comments or questions to the Board – None

Minutes

- A. The minutes from the October 13, 2022, meeting were read. Zach Waldis made a motion to accept the minutes, seconded by Randy Ingle. All ayes, motion carried.

Correspondence and Communication

- A. Public Act 102 – 1088 Decennial Committees on Local Government Efficiency Act – We’ll form a committee by June 10, 2023.

Committee Reports

- A. Finance – No report.
- B. House and Grounds – No report.
- C. Policy
 - 1. Customer Service Policy – Diane made a motion, seconded by Teresa to accept the policy as amended. All ayes, motion carried.
 - 2. Authority to Spend Policy – First reading of amended policy.
 - 3. Budget and Finance Policy – Reviewed.
 - 4. Indemnification and Insurance Policy – Reviewed.
 - 5. Investment of Public Funds Policy – Reviewed.
 - 6. Banking Procedures Policy – Reviewed.
 - 7. Fixed Assets Policy – First reading of amended policy.
- D. Personnel – No report.

Financial Report

- A. Approval of October expenditures - Teresa Bouton made a motion, seconded by Randy Ingle, to approve the October expenditures. Roll Call: Teresa Bouton, aye, Randy Ingle, aye, Ellen Cluskey, aye, Diane Smith, aye, Zach Waldis, aye. All ayes, motion carried.

Directors Report - on file at the library.

Friends of the Library report – No report.

Unfinished Business

- A. Consolidated Election – Petitions must be filed between Dec. 12th and 19th.
- B. Meeting room usage for Small Business Saturday and Holiday Stroll – The PCA is not doing the Small Business Saturday this year. The library will be open as a warming station on Nov. 27 from 4:30- 6:30pm.

New Business

- A. Holiday Closing for FY23 – Nov 24-25, Dec. 23, 24, and 26, Dec. 30, 31, and Jan. 2. – Reviewed. These were approved last year.
- B. Exception Dates for FY24 – Nov. 23-24, Dec. 25 - 26, Jan. 1 - 2. Reviewed for next year. Will go on the official calendar.
- C. Serving Our Public 4.0 – Chapter 11: Youth/Young Adult Services, Chapter 12: Technology, and Chapter 13: Marketing, Promotion and Collaboration were reviewed. The library meets all relevant criteria.

Comments to guide future agendas - None

Adjournment – Randy Ingle made a motion, seconded by Zach Waldis to adjourn the meeting at 7:54 p.m. All ayes, motion carried.

The next board meeting will be December 8, 2022, at 7:00 p.m. at the library.

Respectfully submitted,

Ellen Cluskey, Secretary pro tem