

Lillie M. Evans Library District  
Meeting of the Board of Trustees  
December 9, 2021 at 7:00 p.m.

The Lillie M. Evans Library Board was called to order at 7:03 p.m. on Thursday, December 9, 2021. Zach Waldis, Diane Smith, Deb Givens, Ellen Cluskey, Randy Ingle, and Gayle Johnson-Brackett were present. Teresa Bouton was absent. Director Beth Duttlinger was also present.

**Comments or questions to the Board – None**

**Minutes**

- A. The minutes from the November 11, 2021 meeting were read. Randy Ingle made a motion to accept the minutes, seconded by Zach Waldis. All ayes, motion carried.

**Correspondence and Communication**

- A. Open Meetings Act Training for Members of Public Bodies (Ancel Glink) – The library is required by law to be trained using information from the attorney general, which is still not available.
- B. The Board received a thank you from Bev Pullen, one of the vendors at the Small Business Saturday and Stroll Vendor Show.

**Committee Reports**

- A. Finance – No report.
- B. House and Grounds – No report.
- C. Policy
  - 1. Internet Access and Computer Use – Diane Smith made a motion to approved as revised, seconded by Ellen Cluskey. All eyes, motion carried.
  - 2. Collection Management Policy – Ellen Cluskey made a motion to approve, seconded by Diane Smith. All eyes, motion carried.
  - 3. Service to Patrons with Disabilities – First reading of the updated policy.
  - 4. Telephone use – the board determined that the policy was no longer needed. Zach Waldis motioned to discontinue and Randy Ingle seconded. All ayes, motion carried.
- D. Personnel – No report.

**Financial Report**

- A. Approval of November expenditures –Ellen Cluskey made a motion, seconded by Diane Smith, to approve the November expenditures. Roll Call: Diane Smith, aye, Zach Waldis, aye, Deb Givens, aye, Ellen Cluskey, aye, Randy Ingle, aye, Gayle Johnson-Brackett, aye. All ayes, motion carried.

**Directors Report** - on file at the library.

**Friends of the Library report** – No report.

**Unfinished Business**

- A. COVID pandemic – No changes to the current restrictions.
- B. Long Range Plan – The timeline was reviewed, and everything is on track through December.

**New Business**

- A. Closed sessions audit – Review of minutes of all closed sessions under Open Meetings Act – all minutes of closes sessions have been previously released. No changes were made.
- B. FY2021 Audit & Comptroller’s Report – received finished reports. Diane Smith made a motion, seconded by Ellen Cluskey to approve the FY2021 annual Financial Audit and Comptroller’s Report. All ayes, motion carried. Deb will have the form for the auditor notarized next week.
- C. Illinois Library Presents Intergovernmental Agreement – Randy Ingle motioned to accept participation the in the statewide Illinois Library Presents pilot program form January-June 2022. Zach Waldis seconded. All ayes, motion carried.
- D. Per Capita grant – the Director reviewed the per capita grant application with the board and will submit it by the December 15<sup>th</sup> deadline.

**Comments to guide future agendas** - None

**Adjournment** – Zach Waldis made a motion, seconded by Randy Ingle to adjourn the meeting at 7:58pm. All ayes, motion carried.

The next board meeting will be January 20, 2022, at 6:00 p.m. at the library followed by the Joint Board meeting at 7pm at the Jr. Sr. High.

Respectfully submitted,

Gayle Johnson-Brackett, Secretary pro tem