

Farmington Area Public Library District
Regular Board Meeting Minutes
Monday, April 17, 2023 6:00 PM

I. CALL TO ORDER

President Martin called the meeting to order at 6:08 p.m.

II. ROLL CALL AND DETERMINATION OF QUORUM

Roll Call by Secretary Lettow - members present: Sara Balagna, Linda Bearden, Maggie Connell, Elise Haroldson, Nicole Lettow, John Martin, Lisa Uptmor. Also present: Director Rebecca Seaborn and Recording Secretary Jeanne Thomas.

III. RECOGNITION OF VISITORS TO THE MEETING

No Visitors

IV. APPROVAL OF THE AGENDA

Trustee Lettow moved to approve the agenda. Trustee Uptmor seconded. There was unanimous approval.

V. PUBLIC INPUT

No Input

VI. COMMUNICATIONS TO THE BOARD

No Communications

VII. REGULAR BOARD MEETING MINUTES: MARCH 20, 2023

Trustee Balagna moved to approve the minutes. Trustee Bearden seconded. There was unanimous approval.

VIII. BILLS MARCH 2023

Approval of bills: Resolved that the bills in the amount of \$5,869.52 be approved. Trustee Bearden moved to approve the bill list. Trustee Connell seconded. The roll call vote was unanimous in approval.

IX. TREASURER'S REPORT MARCH 2023

Trustee Lettow moved to approve the Treasurer's Report. Trustee Balagna seconded. The roll call vote was unanimous in approval.

X. DIRECTOR'S REPORT

The contract for the solar project has been signed. Dan Maloney from CEDG reached out to Director Seaborn for a copy of the library's audit to give to their investor. We are now in the queue for construction. Rough estimate is to hopefully have the solar installed and working by the end of summer.

Director Seaborn had a meeting with Taylor Gordon from Streamline regarding the library's website. She was very impressed with their ability to provide several extra features to our website as well as making the site ADA compliant. Director Seaborn will be signing with them to redo the library's website. She also attended a meeting with Electronic Licensing Service (ELS) to gather information about the library being a host site for license plate renewals.

The Bright Futures and Early Childhood Education (ECE) classes have visited the library this past week. We registered sixteen new patrons. There has been \$1,550 donated for summer reading. Director Seaborn has hired Douglas W. Irwin & Co. Ltd. to do this year's audit. A letter of termination of services has been sent to Virginia Love of Hjerpe & Tennison.

XI. COMMITTEE REPORTS

No Reports

XII. CLOSED SESSION

A. Personnel – 5ILCS 120/2 (c) (1)

1. The board went into closed session at 6:45 p.m.

– Director's Review

The board came out of closed session at 6:50 p.m.

XIII. NEW BUSINESS

A. Business for Discussion

1. Bylaws

Director Seaborn explained the changes she made to the library Bylaws. The Director and Board reviewed and discussed the updated Bylaws. Per the policy, the Bylaws will be voted on at next month's board meeting.

2. Security Camera Policy

Director Seaborn presented the new Security Camera Policy. The Director and Board reviewed and discussed the Security Camera Policy.

3. Material Donation Policy

Director Seaborn told the Board about the one change she made to the Material Donation Policy. The Director and Board reviewed and discussed the Material Donation Policy.

4. Meeting Room Use Policy & Application

Director Seaborn and the Board reviewed and discussed the Meeting Room Use Policy and application.

5. Decennial Committee Meeting

Director Seaborn attended a webinar regarding the Decennial Committee. She gave highlights of that meeting to the Board. Director Seaborn and the Board discussed the implementation of this committee and scheduled the first meeting for May 15, 2023 at 7:00 p.m.

B. Business Requiring Action

1. Security Camera Policy

Trustee Uptmor made a motion to approve the Security Camera Policy as presented. Trustee Balagna seconded. There was unanimous approval.

2. Material Donation Policy

Trustee Connell made a motion to approve the Material Donation Policy as presented. Trustee Lettow seconded. There was unanimous approval.

3. Meeting Room Use Policy & Application

Trustee Haroldson made a motion to approve the Meeting Room Policy & Application as presented. Trustee Martin seconded. There was unanimous approval.

XIV. CLOSED SESSION

A. Personnel – 5ILCS 120/2 (c) (1)

1. The board went into closed session at 7:46 p.m.

– Director’s Salary

The board came out of closed session at 8:09 p.m.

XV. NEW BUSINESS

B. Business Requiring Action

4. Director’s Review

President Martin presented the Director’s review. Many accolades were given as the board Trustees are extremely satisfied with Director Seaborn’s performance as library director. He congratulated her on receiving her Bachelors of Science, Information and Library Services degree from the University of Maine at Augusta.

Trustee Martin made a motion to increase the Director’s salary by 5% for Fiscal Year 2023-2024. Trustee Lettow seconded. The roll call vote was unanimous in approval.

XVI. ADJOURNMENT

President Martin adjourned meeting at 8:13 p.m.

Respectfully submitted,

Nicole Lettow, Secretary
Jeanne Thomas, Recording Secretary