

Minutes of Marshall Library Board – October 9, 2024

Call to Order:

The Marshall Public Library Board of Trustees met in regular session on Wednesday, October 9, 2024. President John Tarble called the meeting to order at 6:02 pm. Board members present were Mike Cameron, Jody Green, Janet Hasten, Robert Nelson, Steven Schofield, Jenn Smitley, Melissa Strait, and John Tarble. Alyson Thompson, Director and Jamie Poorman, Head Librarian, were also present. Herman Wallace was absent.

Pledge of Allegiance:

The Pledge of Allegiance was performed by the trustees.

Public Comments:

There were no public comments.

Secretary's Report:

The minutes from the special meeting held on September 26, 2024, were reviewed. On a motion by Jenn, seconded by Mike, the minutes were approved. The minutes from the September 11, 2024 meeting were also provided to the trustees. (Those were approved by those present at the special meeting.)

The Library received two correspondences during the month. A thank you note from Rikki and Gina (the cleaning ladies) for leaving positive feedback to their boss. The Library also received the Community Service Award from the Illinois State Genealogical Society.

Officers' Reports:

There were no officers' reports.

Presentation of Bills:

The October invoices were listed and reviewed. On a motion by Melissa, seconded by Mike, payment of bills in the amount of \$80,584.46 were approved. A roll call vote was taken and recorded as follows:
Steve – yes, Mike – yes, Janet – yes, Melissa – yes, Bob – yes, John – yes, Jenn – yes, Jody - yes

Librarian's Report:

Jamie presented the Librarian's Report for September. Patron registration increased by 9 and total circulation was 2,947. The annual report for patrons with expired cards owing fees for lost items was completed, and none were found that required board approval for deletion. Jamie also noted that the Box Car Themed "I Can Read" program for 2nd graders is under way, and she was able to visit the students at the school.

Friends of the Library Report:

The Friends of the Library have not met. Their next meeting will be November 7, 2024, at 5:00 pm. (The date was changed after the agenda was printed)

Marshall Area Public Library District Report:

The Area District has not met. Their next meeting will be on October 22, 2024, at 4:30 pm. They will be presenting the Tax Levy.

Director's Report:

Alyson updated the trustees on several events and activities in September, including that the Oral History Project activity has picked up and the final disbursement of \$180,000 was received from DCEO. At the end of September, the Library accounts held \$239,742.59 in Operations, \$10,000 in Retirement and \$10,000.00 in Special Reserves, for a total of \$259,742.59.

Old Business:

- **Phase II Construction Project Update/Handout**

Alyson presented a packet documenting the progress of the construction project, meeting minutes, and proposed change orders.

- **Potential Change Orders:**

Alyson presented a change order in the amount of \$944.00 for the installation of a 3-way switch on the second floor. On a motion by Janet, seconded by Melissa, the change order was approved. A roll call vote was taken and recorded as follows:

Steve – yes, Mike – yes, Janet – yes, Melissa – yes, Bob – yes, John – yes, Jenn – yes, Jody – yes

- **Update on potential City of Marshall Funding:**

Alyson provided copies of the letter sent to the Mayor and City Council requesting funds from the Capital Funds Project and the agenda from the City's Finance committee meeting. The committee will be recommending giving the library a loan of \$183,000 at the next City Council meeting.

New Business:

- **Sign up for the Annual Christmas Dinner @ the Library**

Alyson distributed a sign-up sheet for trustees to RSVP for the Christmas Dinner. Melissa made a comment questioning whether the library should consider not having the Christmas Dinner out of concern for other financial responsibilities. The trustees discussed the idea, but no motions or actions were taken. The Christmas Dinner will be held December 11th at the Library in the newly renovated upstairs.

- **Vote for the name of newly renovated upstairs**

Alyson distributed and collected ballots from the trustees to vote for a name of the renovated upstairs.

Other – Trustee Tip:

Alyson reminded trustees to be sure to check their Trustee email accounts. She also provided a list of all the trustee email addresses and instructions on how to access the accounts.

Adjournment:

The meeting was adjourned at 6:56 pm on a motion by Steve, seconded by Bob.

Next meeting will be on November 13, 2024, at 6:00 pm at the library facility.

Jody Green, Secretary