

Marshall Public Library Meeting Minutes – January 8, 2025

Call to Order

The Marshall Public Library Board of Trustees met in regular session on Wednesday, January 8, 2025. Vice President Janet Hasten called the meeting to order at 6:00 p.m. Present: Mike Cameron, Robert Nelson, Steven Schofield, Melissa Strait, Herman Wallace and Jenn Smitley. Alyson Thompson (Director), and Jamie Poorman (Head Librarian) were also present. Absent: John Tarble, Jody Green.

Pledge of Allegiance

The trustees recited the Pledge of Allegiance.

Public Comments

No public comments were presented.

Secretary's Report

The minutes from the December 10, 2024 meeting were reviewed. A motion to approve the minutes was made by Melissa Strait and seconded by Robert Nelson. The motion carried.

Officers' Reports

Melissa Strait acknowledged the success of the grand reopening event and expressed appreciation to Alyson Thompson for her efforts in organizing it.

Presentation of Bills

The January 2025 invoices were reviewed, totaling \$26,315.73. A motion to approve payment was made by Jenn, seconded by Melissa Strait. A roll call vote was taken, with the following results:

- Janet Hasten – Yes, Steven Schofield – Yes, Robert Nelson – Yes, Mike Cameron – Yes, Herman – Yes, Melissa Strait – Yes, Jenn – Yes. The motion carried.

Librarian's Report

Jamie Poorman presented the December 2024 Librarian's Report:

- Patron registration increased by 17.
- Total circulation reached 2,586.
- Annual weeding of materials was completed, with a book sale scheduled upstairs in January.
- Flickr Photo account is currently not gathering data.
- Annual patron savings totaled \$462,934.
- Director Alyson Thompson noted that including interlibrary loan savings, the total community savings would be approximately \$700,000.

Friends of the Library Report

The Friends of the Library did not meet since the last board meeting. Their next meeting is scheduled for January 9, 2025, at 5:00 p.m.

Marshall Area Public Library District Report

The Marshall Area Public Library District Board did not meet since the last board meeting. Their next meeting is scheduled for February 25, 2025, at 4:30 p.m.

Director's Report

Director Alyson Thompson provided updates on December activities:

- Several well-attended events were hosted.
- A new library clerk was hired.
- New tax volunteers were trained.
- Library archives approved for shredding by the State Library were completed on 12/3
- The library website was updated.
- As of December 31, 2024, the library's financial accounts held:
 - Operations Fund: \$300,020.67, Retirement Fund: \$10,000.00, Special Reserves: \$10,000.00, Total Funds: \$320,020.67

Old Business

Phase II Construction Project Update

Director Alyson Thompson provided a final construction packet and update to the board, noting that a final report must be submitted to DCEO by the end of 2025 for the Tourism Grant.

- Potential Change Orders: None.
- Grand Reopening: Alyson thanked the trustees for their assistance with the event.

New Business

- **Policy Committee Report.** The committee presented updates to several policies:
 - Minor revisions were proposed for the following:
 - Trustee Bylaws
 - Long-Range Plan
 - Reference Service Policy
 - Loan/Equipment Policy
 - Collection Management Policy
 - More substantial changes were recommended for:
 - Code of Ethics
 - Technology Plan
 - Service to Patrons with Disabilities
 - Meeting Room Policies

A motion to delay approval of the proposed policy updates—except for the Meeting Room Policy and ADA Policy—to allow further trustee review. Motion was made by Janet Hasten and seconded by Melissa Strait. The motion carried.

- **Per Capita Talking Points**

The board discussed Illinois Public Library Annual Report (IPLAR) Per Capita Grant talking points and reviewed updates related to Serving Our Public Standards for Illinois Public Libraries. Several recent facility improvements were noted as part of the library's compliance with these standards.

- **New Library Clerk Hire**

A recommendation was made to hire Beverly Cornwell as a Library Clerk. A motion to approve the hire was made by Jenn, seconded by Herman. The motion carried.

Other Business

No additional items were discussed.

Adjournment

A motion to adjourn was made by Steven Schofield and seconded by Melissa Strait. The meeting adjourned at 7:30 p.m.

Next Meeting

The next meeting is scheduled for February 12, 2025, at 6:00 p.m. in the Dale McConchie Meeting Room at the library.

Submitted by:
Alyson Thompson
Library Director