

**Barclay Public Library  
Board of Trustees  
Minutes August 19, 2024  
Barclay Public Library Meeting Room**

Budget and Appropriations began at 6:45pm, ended at 7:00pm with no public comment.

Board meeting called to order at 7:01pm by Jean Munson, President.

**ROLL CALL:** Laura Philips, Jean Munson, Katherine Brodbeck, Gary Horvath, Katie Leonard, Pam McMillen, Michelle Sawicki, Director.

There were no remarks from the public.

**BILLS:** Motion to approve payment of the July 2024 bills made by Katherine B. and seconded by Laura P.. All Aye.

**TREASURER'S REPORT:** July 2024 Treasurer's Report reviewed and filed.

**SECRETARY'S MINUTES:** Motion made to approve Secretary Minutes as amended with "Public" spelling corrected by Gary H. and seconded by Katie L.  
All Aye.

**DIRECTOR'S REPORT:**

Building:

- ❖ A carpet cleaning will be scheduled for the library
- ❖ Conxxus installed fiber internet
- ❖ Lazerware completed installation of equipment last month
- ❖ Getz Fire Equipment completed the library's fire equipment inspection
- ❖ The library is updating first aid kits.

### Community:

- ❖ Warrensburg Community Rummage Sale is Friday, September 20<sup>th</sup> and 21<sup>st</sup>. The Library will create, print and have digital maps as well as promote the event.
- ❖ The Library received a thank you card from the Corn Festival for printing fliers for the Corn Festival.

### Grants:

- ❖ The Library has received Barclay's Per Capita Grant in the amount of \$4,119.39 and Harristown's Per Capita Grant in the amount of \$2,543.81.

### Growth:

- ❖ IPLAR reports shows growth in patronage over the last 4 years. The Community Center Model adopted with last strategic plan has had impressive results.  
2020/2021 – 10,475 visits  
2021/2022 – 13,244 visits  
2022/2023 – 18,146 visits  
2023/2024 – 21,295 visits

### Legalities:

- ❖ Kris Sites worked with Barclay Public Library to close the Harristown Bank Account and turn over funds to Barclay Public Library.
- ❖ Board Election Packets will be available soon. Gary Horvath – 4 yr, Karen Edgecombe – 2yr, Pam McMillen- 4yr, and Katherine Brodbeck -4yr.  
Members to let Michelle S. know if they are not running in the next election.
- ❖ County Clerk Josh Tanner shared the state is planning to create county-wide library systems. If merger occurs, Barclay Library will be part of a larger library system. There will be one governing board, and anyone on the current board would need to be elected to it.
- ❖ Director, Michelle S., is currently working on the IPLAR report due, 9/1/2024.

### Library Affiliates :

- ❖ Molly Abalos started Aug 5<sup>th</sup> 2024 as the new Children's Librarian.

#### Materials:

- ❖ The Illinois State Library is creating a webpage to be able to link to the new EBSCO database package that will be available for no cost to Barclay Library. The page is expected to be completed Sept. or Oct.

#### Programming:

- ❖ Shred truck will be at the library on Saturday, August 24<sup>th</sup> from 11-1pm.

#### Website:

- ❖ Pam M. asked about policies being added to the policies tab on the Barclay website that was created in 2017. The policies were never added. Michelle S. has removed the page for now. A new office assistant is to be starting soon and if time allows, this may be a task she can take on.

### **BUSINESS:**

- **The July 2024 Financial Report was reviewed.** *Michelle S. to talk with the accountant about the working cash line.*
- A motion was made by Laura P. and seconded by Katherine B. that the **Final Budget and Appropriations Ordinance, FY24-25-4, be approved as presented. Roll call vote all aye 6-0.**
- Chapters 1,2,3 of Serving Our Public 4.0 Standards for Illinois Public Libraries was read by Michelle S. to the board. The United for Libraries Public Library Trustee Ethics Statement was also read to the Board.
- **Executive Session (5ILCS 120/2 (c5))**
- Motion made by Laura P. and seconded by Gary H. to leave regular session and go into **Executive Session at 7:45pm. All aye.**

- A motion was made by Katie L. and seconded by Laura P. to **leave the first Executive Session at 8:13pm** and go into the **second Executive Session (5 ILCS 120/2 c1) at 8:14pm All aye.**
- A motion was made by Katherine B. and seconded by Laura P. to **leave the second Executive Session at 9:44pm and return to the regular session. All aye.**
- Discussion of patron's concern was shared.
- Person of the month – Stephanie Sibthorp and family for donation children's books to the library.
- Next Barclay Board meeting – Monday, September 16, 2024, 7pm
- Motion to adjourn the meeting at 10:00 pm made by Gary H. and seconded by Katherine B. All Aye.

Respectfully submitted,  
Pam McMillen, Secretary