

**Barclay Public Library District  
Board of Trustees - Meeting Minutes  
September 16, 2024  
Barclay Public Library Meeting Room**

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

**Roll Call:** Laura Philips, Jean Munson, Katherine Brodbeck, Gary Horvath, Karen Edgecombe, Pam McMillen, Michelle Sawicki, Director. Absent: Katie Leonard.

There were no remarks from the public.

**Bills:** Motion to approve payment of the August 2024 bills made by Laura P. and seconded by Gary H., All aye.

**Treasurer's Report:** August 2024 Treasurer's Report reviewed and filled.

**Secretary's Report:** Motion made to approve Secretary's Report with the amendment to separate out the July Executive Session to be a stand-alone report. Motion made by Gary H. and seconded by Karen E., All aye.

**Director's Report:** Report shared by Michelle S.

Building

- Mr. Creekmur is not listing his house for sale at this time.
- Library alarm malfunctioned twice on a weekend. It was suggested to have two staff people on call over a weekend to shut off alarm if needed.

Community:

- The Community Rummage Sale will be September 20<sup>th</sup> and 21<sup>st</sup>. The library is creating print and digital maps.
- Michelle S. will be a celebrity judge for the pet costume contest for the Haunted Harvest Festival held on October 13, 2024 from 3-7pm.

Friends:

- The Friends of the Library are planning a BINGO fundraiser on October 18, 2024. Start time 6pm at the Harristown Community Center, 185 N. Kembark St, Harristown, IL.

Legalities:

- IPLAR report has been filed for both Barclay and Harristown.
- The election packets are ready and there will be a training session during the board meeting. Gary Horvath (4yr), Karen Edgecombe (2yr) and Katherine Brodbeck (4yr) will be running in the next election. We have one 4 yr term open.

Materials:

- The Illinois State Library is creating a webpage so Barclay Library can link to the new EBSCO database package.

Programming:

- August shred event shredded 1,680 pounds of paper.

**Business:**

- August 2024 Financial Report was reviewed.
- Michelle S. discussed election instructions with Karen E., Katherine B. and Gary H.
- **Education Station License for E-content (Online education program for home schooling) was reviewed. Laura P. made a motion to approve the purchase of a license for content, Gary H. seconded, Roll Call 6-0, Passed.**
- Chapters 4,5 and 6 of Serving our Public 4.0 Standards for Illinois Public Libraries was review.
- **Motion was made by Katherine B. and seconded by Gary H. to approve the Building Insurance Policy for \$5,530. Roll call 6-0, passed.**
- **Motion was made by Gary and seconded by Katherine to pay for the Accident Fund Policy less than or equal to \$700. Roll call 6-0, passed.**
- **Motion was made by Gary H. and seconded by Laura P. to not cancel and pay for the Director, Officers and Trustees Insurance Policy. Roll call 6-0, passed.**
- Motion was made by Laura P. and seconded by Karen E. to approve the Collection Development Policy as amended, All aye.
- Motion was made by Laura P. and seconded by Gary H. to approve the Circulation Policy as amended, All aye.
- Motion was made by Laura P. and seconded by Katherine B. to approve the Technology Policy as amended, All aye.
- Motion was made by Laura P. and seconded by Karen E. to approve the Electronic Information and Internet Access Policy as amended, All aye.
- Person of the month is Kenneth Robinson for a donation of toys to the library.

**Dates to remember – Monday, October21st, 2024, Board meeting at 7pm**

**Motion to adjourn meeting at 8:30pm made by Laura P. and seconded by Gary H., All aye.**

**Respectfully submitted,  
Pam McMillen  
Secretary**