

**Barclay Public Library District**  
**Board of Trustees – Meeting Minutes**  
**January 21<sup>st</sup>, 2025 – 7:00pm**  
**Barclay Public Library Meeting Room**

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

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

There were no remarks from the public.

**Bills:** A motion was made by Katie L. and seconded by Gary H. to approve the November 2024 bills as presented, all aye. A motion was made by Karen E. and seconded by Gary H. to approve the December 2024 bills as presented, all aye.

**Treasurer's Report:** There were no questions regarding the November 2024 Treasurer's report. The report was filed. There were no questions regarding the December 2024 Treasurer's report. The report was filed.

**Secretary's Minutes:**

A motion was made by Gary H. and seconded by Katie L. to approve the November 18<sup>th</sup>, 2024 regular meeting minutes as presented, all aye.

A motion was made by Katherine B. and seconded by Karen E. to approve the November 18<sup>th</sup>, 2024 Executive meeting minutes as presented, all aye.

A motion was made by Katherine B. and seconded by Katie L. to approve the December 16<sup>th</sup>, 2024 Truth in Taxation meeting minutes, all aye.

**Director's Report:** The following was shared by Michelle S., Director:

Building –

- Jesse Heating and Cooling performed regular maintenance on the furnace.
- Michelle has obtained 3 quotes for a new security system that includes cameras inside the library. The current contract with Johnson Controls ends in October of 2025. Michelle to check back with the businesses that gave quotes at that time.

Community –

- The Library organized a successful Lions Club Toy Drive for 2024. Collaborators included Lions Club, State Bank of Latham, Warrensburg, Dollar General, Dollar General on Sunnyside and Warrensburg Village Hall. 48 community children were served.
- The Library participated in the “One Tree Many Branches”, by hanging a book themed ornament on the tree outside the Village Hall.
- The Library had a holiday sign made to display on Village Hall lawn for “Advertise your Business” during the holiday season.
- Michelle recreated the Lions Club Scholarship App. to reflect changes in the FAFSA form.
- Michelle will teach a resume class to the Central IL CEO class in February
- IHLS is looking for library board members to join the IHLS Board of Directors.

#### Friends –

- The Friends Cookie Walk 2024 net \$880.

#### Finances –

- Michelle applied for the Library’s Per Capita Grant.
- Election paperwork filed with the County Clerk.
- The Macon County real estate exemption form has been filed with the Supervisor of Assessments.
- The 2025 Annual Certification for Barclay has been completed on the Library Directory and Learning Calendar (L2) website.
- Michelle has taken 3 hours of notary courses and the 50 questions exam. She is in the process of taking out the required \$5,000 surety bond, applying to the state for her license and obtaining a notary stamp and journal.

#### Training –

- Michelle watched a Grant Writing Basics for Small/Rural Libraries and Friends Groups webinar.
- Employees took sexual harassment training.
- Michelle watched a “Shining a Light on Managing Employees” webinar, Board members are encouraged to watch. Link included in packet.
- Board members are to review, “Your Duties as a Trustee” and “Your Ethical Responsibilities”, Link included in packet.

#### **Business:**

- The November Financial Report was reviewed and there were no questions.
- The December Financial Report was reviewed and there were no questions.
- A motion was made by Pam M. and seconded by Gary H., to have the Financial Report emailed monthly but reviewed quarterly. All aye
- A motion was made by Katie L. and seconded by Katherine B. to approve the 2025 Board meeting dates as presented, all aye.

- A motion was made by Gary H. and seconded by Karen E. to approve Keith Hackl to be the new snow removal company for \$85., roll call vote 6-0.
- A motion was made by Katherine B. and seconded by Gary H., to approve the Harristown Comptroller Report as amended, all aye.
- A motion was made by Katie L. and seconded by Karen E. to approve the Barclay Comptroller Report as presented, all aye.
- A motion was made by Pam M. and seconded by Katie L, to approve the Financial Statement as presented, all aye.
- A motion was made by Gary H. and seconded by Katherine B. to approve a \$5,000 Notary Surety Bond for \$20, roll call vote 6-0.
- A motion was made by Gary H. and seconded by Katherine M. to approve the cost of \$622 for a plant, seed, vegetable and fruit stand to be constructed for the library, roll call vote 6-0.

Person of the month – Pat Bales for helping Michelle with the toy drive.

- A motion was made by Katherine B. and seconded by Gary H. to adjourn the meeting at 7:30pm, all aye.

Date to remember – Tuesday, February 18, 2025 – Next Board Meeting at 7:00pm.

Respectfully submitted,  
Pam McMillen – Secretary