

**Barclay Public Library District  
Board of Trustees Meeting Minutes  
220 S. Main St. Warrensburg, IL.  
Monday, April 21<sup>st</sup>, 2025 – 7:00pm**

**Meeting called to order at 7:00pm by Jean Munson, President.**

**Roll Call:** Jean Munson, Laura Philips, Katie Leonard, Katherine Brodbeck, Gary Horvath, Karen Edgecombe, Pam McMillen and Lacey Wright, Director.

**Remarks from the Public:** no remarks

**Bills:** Katherine B. made a motion and Laura P. seconded the motion to approve March 2025 bills, all aye.

**Treasurer's Report:** Katherine B. explained that the "deposit" section would include interest/tax payments for Macon and Logan Counties. No questions, report filed.

**Secretary's Minutes:**

- ❖ Laura P. made a motion and Katie L. seconded the motion to approve the Regular Meeting Minutes from 3/17/2025, all aye.
- ❖ Gary H. made a motion and Katherine B. seconded the motion to approve the Special Meeting Minutes from 4/14/2025, all aye.
- ❖ Laura P. made a motion and Karen E. seconded the motion to approve the Executive Meeting Minutes from 4/14/2025, all aye.

**Director's Report:** Lacey W. shared the report.

Administrative –

- Lacey W. has been observing and learning the daily procedures of the library.
- Lacey has also met with each employee to discuss their role and job description and job satisfaction.
- Lacey has noted gaps in training and procedure adjustments needed. She has addressed some of the more important issues immediately and plans to determine the best course of action for the other tasks.
- It has come to Lacey's attention that a Records Retention form has not been filed with the State since 2019. As a result, the file drawers are full. Plans are to reduce file content and submit a disposal certificate at the beginning of July.

Building –

- Organizing – The staff is still working on cleaning closets and cabinets to increase function and effectiveness.

- Dishwasher – The dishwasher in the meeting room is leaking. Cherie Rambo has been cleaning the dishwasher of mold and buildup and ran the dishwasher several times. On her last attempt at running the dishwasher, leaking occurred. This will be added to the building walk through in May of the Building Committee.

#### Finances -

- Lacey has been added to the Staley Credit account and Tracy Hay was removed. Lacey has now received her credit card.
- Lacey still needs to be added to the bank accounts at Buena Vista Nations Bank. After Oaths of Office in May, all signature cards will be updated with authorized trustees and staff at that time.
- The Tax Levy Extension report arrived from Macon County. It shows the tax income the library can expect to receive in the next fiscal year as \$371,027.59.

#### Friends-

- The Easter Egg Hunt – Great turnout of 108 participants. Partnering with Illini Park District, a petting zoo was provided and well received.
- The Book and Bake sale will be on April 25th & 26th. Set up April 24th. Volunteers are still needed. Member early shopping to be Thursday evening, 6-8pm.
- The next Friends meeting to be Monday, April 28th, at 6:30pm.

#### Staff –

- Kelse Sharpe resigned as the Children’s Librarian. Cindy Lewis has agreed to run the program to get us through the summer. The hiring process is to begin immediately for a new Children’s Librarian and plan to have the employee train under Cindy over the summer.

#### Programming –

- Summer Reading Club – plans are under way for the summer reading program. Although we are behind due to staff transitions, we will keep the traditional schedule of registration the last week of May and programs to begin the first week of June.
- Kids – Storytime and Music Maker will be paused for the month of May so that we can focus on Summer Reading Club preparations. These programs will resume the first week of June.

Training - Sam Weiffenbach took a book repair class on 4/7/2025 to learn how best to repair the binding on books.

#### **Business:**

- ✓ **The date for Building and Grounds walk through will be May 19<sup>th</sup>, 2025 at 5:30pm prior to the May Board Meeting. The committee members are Gary Horvath, Jean Munson and Karen Edgecombe.**
- ✓ **Laura P. made a motion and Gary Horvath seconded the motion to pass the Errors and Omissions Resolution FY 2024-25-2, all aye.**

- ✓ Gary H. made a motion and Laura P. seconded the motion to dispose of equipment to include the Director's desk and computer desk, all aye.

**Business continued:**

- ✓ Katherine B. made a motion and Gary H. seconded the motion to approve the proposed pay rate for the period of 4/13/2025-8/9/2025 for the interim Children's Library/Summer Reading Club Coordinator. Roll call vote 7-0, passed.
- ✓ The Letter of Intent was reviewed.
- ✓ Laura P. made a motion and Katie L. seconded the motion to leave the regular session and enter Executive session at 7:54 pm on April 21<sup>st</sup>, 2025, all aye.
- ✓ Katherine B. made a motion and Karen E. seconded the motion to return to regular session at 8:16pm on April 21<sup>st</sup>, 2025, all aye.
- ✓ The return of property has been resolved and a tracking number has been received. No further action is needed.

Person of the month is - Tina Miller of Buena Vista National Bank for donating candy for the Easter Egg Hunt.

**Gary H. made a motion and Laura P. seconded the motion to adjourn the meeting at 8:19pm, all aye**

**Dates to remember – Monday, May 19<sup>th</sup> 2025 – Next Board meeting at 7:00pm.**

**Respectfully submitted,  
Pam McMillen**