

**Minutes of Walnut Public Library  
April 19, 2023**

**Call to Order:**

A regular meeting of the Walnut Public Library was held at the library on April 19, 2023. The meeting convened at 6:03 P.M. by Brenda Helms. Members in attendance were Anne Johnson, Brenda Helms, Deb Spratt, Heidi Franklin and Terri Jamison. Others in attendance were Jackie Trujillo, Emily Dietz and Megan Hellrung. Members absent from the meeting were Jaimie Rosenthal and Janis McDonald.

Emily Dietz and Megan Hellrung were welcomed to the board. Janis McDonald and Anne Johnson did not run for re-election.

**Secretary's Report:**

March's minutes were reviewed. Heidi made a motion to approve March's minutes, seconded by Brenda, approved as read.

**Treasurer's Report:**

The board reviewed the enclosed financial reports, including the P & L for March. Utilities appear to be higher, as ComEd came out twice due to how the month and billing cycle fell. Jackie noted the travel expense has gone up to .65.5 cents/mile.

March's bills were reviewed. Terri made a motion to approve the bills as paid, seconded by Emily.

**Committee Reports:**

Jackie informed the Board that a new Decennial Committee will need to be established per the Decennial Committee on Local Government Efficiency Act signed by Governor Pritzker. The committee will study local efficiencies, meet at least three times, prepare a written report with any recommendations and file the report with the county.

The Board also reviewed the current Committees and all agreed to amend the current Committees in place. The Program and Long Range Plan Committees will dissolve and the following Committees have been set:

**Policy Committee:** New members appointed to the committee – Brenda, Megan, Deb and Terri. This Committee should meet at least annually.

**Building Committee:** New members appointed to the committee – Brenda, Emily, Megan and Deb

**Financial Committee:** New members appointed to the committee – Brenda, Heidi, Jaimie, Emily and Terri

**Personnel Committee:** New Members appointed to the committee – Brenda, Jaimie and Heidi

**Fundraising Committee:** New Members appointed to the committee – Each member of the board will be on this committee: Brenda, Terri, Megan, Jaimie, Heidi, Deb and Emily

**Decennial Committee:** This committee will consist of all current board member and 2 residents. Board members will reach out to some residents to inquire if they would interested in joining the committee. The Committee must be formed and meet for the first time by June 10, 2023.

### **Librarian's Report**

March's Librarian's Report was reviewed.

There were 10 new library cards issued in March.

June 30<sup>th</sup> will be the last day of Overdrive. To help ease the switch to Axis360, Jackie stated bookmarks will be printed to hand out to patrons that provide steps to easily get switched over.

Jackie recently attended the Director's University 2.0 Conference. She felt this conference was very beneficial to her with a lot of knowledge and resources to bring back to our library. A few takeaways she noted and would like to implement include: a Capital Improvement Plan, a Succession Plan and look into purchasing HR Source for \$160/year. HR Source would provide resources and outlets to utilize in order to review or discuss human resource practices we have.

Jackie was invited to attend the ALA conference. The conference will take place June 24 in Chicago and is \$35.36/person with a \$40 exhibitor's hall pass. Jackie will look to see if this will fit into her schedule.

Jackie noted Pam Gonigam, who has experience with Quick Books for a library, is willing to assist with our switch to Quick Books, this would be \$50/hour. Jackie also noted she gained information on Kelly Zabinski Consulting Services, Inc. that would assist and help train in reading reports, writing a budget and how to determine and review numbers. The cost for this is \$100/hour with a minimum of 4 hours if in person, no minimum charge if remote. The board agreed to approach Pam if she would be interested in assisting for \$50/hour, with a cap at \$500.

Jackie shared the HB2789 Bill that states in order to be eligible for grants, a public library must prohibit the banning of books. The Walnut Public Library does not practice the banning books.

### **Unfinished Business:**

None.

### **New Business:**

The Board conducted the appointment of Board Members as Follows:

**Treasurer** – Heidi Franklin

Roll call – Brenda – Y, Jaimie – Y, Terri – Y, Heidi – Y, Deb – Y, Emily – Y, Megan – Y

**Secretary** – Jaimie Rosenthal

Roll call – Brenda – Y, Jaimie – Y, Terri – Y, Heidi – Y, Deb – Y, Emily – Y, Megan – Y

**President** – Brenda Helms

Roll call – Brenda – Y, Jaimie – Y, Terri – Y, Heidi – Y, Deb – Y, Emily – Y, Megan – Y

**Vice President** – Terri Jamison

Roll call – Brenda – Y, Jaimie – Y, Terri – Y, Heidi – Y, Deb – Y, Emily – Y, Megan – Y

Jackie presented the Trustees Fact File and asked if members would prefer the book or a pdf file. Brenda made a motion to purchase up to 8 books for the Trustees at \$25 each. The motion was seconded by Terri.

Brenda – Y, Jaimie – Y, Terri – Y, Heidi – Y, Deb – Y, Emily – Y, Megan – Y

Jackie stated there is FOIA/OMA training available and required for new Trustees. Instructions to complete the training were provided.

Jackie presented travel miles from her recent trip to Springfield for the Director's University. Deb made a motion for the reimbursement of travel mileage from Walnut to Springfield and back. The motion was seconded by Terri.

Brenda – Y, Jaimie – Y, Terri – Y, Heidi – Y, Deb – Y, Emily – Y, Megan – Y

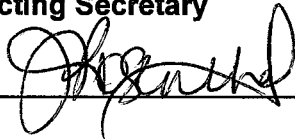
#### **Items for Next Month's Agenda**

The next Board meeting will be held on 5/17/2023 at 6:00pm, following the Decennial Committee Meeting at 5:30pm. A Budget meeting has been set for Financial Committee on 5/23/2023 at 5:45pm.

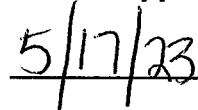
#### **Adjournment**

Brenda made the motion to adjourn the meeting. The meeting adjourned at 8:30pm. The next meeting is on May 17, 2023 at 6:00pm.

**Acting Secretary**

  
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**Date of Approval**

  
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