

**Minutes of Walnut Public Library**  
**January 25<sup>th</sup>, 2023**

**Call to Order:**

A regular meeting of the Walnut Public Library was held at the library on January 25<sup>th</sup>, 2023. The meeting convened at 6:07 P.M. by Brenda Helms. Members in attendance were Jaimie Rosenthal, Heidi Franklin, Brenda Helms, Deb Spratt, and Janis McDonald. Members absent were Anne Johnson and Terri Jamison. Others in attendance were Jackie Trujillo.

**Secretary's Report:**

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

**Treasurer's Report:**

The board reviewed the enclosed financial reports, including the P&L for November and December. There were donations \$18,550 received in December. Dean Ganschow made a donation of \$5000 and \$13,500 was received from the Windmills.

Comed finally came off auto pay and budget billing, and the monthly payment has dropped drastically, and should stay around this payment going forward.

November and December's bills were reviewed. Jaimie made a motion to approve the bills as paid, seconded by Brenda.

**Committee Reports:**

Long Range Plan Committee: No Updates

Financial Committee: No Updates

Personnel Committee: Personnel Committee will meet after the February 2023 board meeting.

Program Committee: No Updates

Building Committee: No Updates

**Librarian's Report**

November and December Librarian Reports were reviewed.

Patron activity was down due to the holidays.

Jackie brought up the idea of switching accounting systems from Account Edge to QuickBooks. Account Edge only allows for one user, where QuickBooks will allow for 3, which will make it easier at tax time – Sherry Henneberry can just log in remotely to get what she needs. There is

some initial cost to get QuickBooks set up, but the annual cost is about \$100 cheaper than Account Edge.

Brenda made a motion to purchase QuickBooks Non Profit Training Bundle. The motion passes with a roll call vote:

Heidi –Y; Jaimie – Y; Janis – Y; Deb – Y; Brenda – Y; Anne and Terri were not present for the vote.

The summer reading program guide was released, "Find Your Voice". Jackie and staff are looking into doing their own theme and following their own program, possibly using one from past years.

Jackie applied for the Road Scholar Grant, which would be to get a traveling story teller in to the library to discuss WWII.

Jackie has a stack of grants on her desk that she hopes to be turned in for the library.

Due to the new Illinois Law regarding vacation time, the personnel committee will need to look at reviewing/revising the Employee Handbook.

The Christmas Open House held at the library was a huge success.

**Unfinished Business:**

No updates on Mailchimp.

The Seed Library has been started and is available.

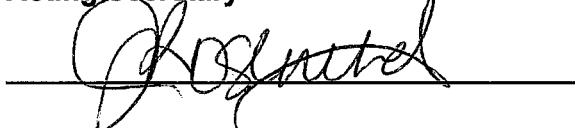
**New Business:**

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

**Adjournment**

Brenda made the motion to adjourn the meeting. The meeting adjourned at 7:36pm. The next meeting is on February 15<sup>th</sup>, 2023 at 6:00pm.

**Acting Secretary**



**Date of Approval**

