

Minutes of Walnut Public Library
June 21st, 2023

Call to Order:

A regular meeting of the Walnut Public Library was held at the library on June 21st, 2023. The meeting convened at 6:03 P.M. by Brenda Helms. Members in attendance were Jaimie Rosenthal, Heidi Franklin, Brenda Helms, and Emily Dietz. Others in attendance were Jackie Trujillo. Member absent were Deb Spratt and Megan Hellrung

Secretary's Report:

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

Treasurer's Report:

The board reviewed the enclosed financial reports. The Profit and Loss statement was reviewed to see where things stand as the fiscal year is coming to an end.

Jaimie made a motion to approve the treasurer's report and to approve the bills paid, seconded by Brenda.

Committee Reports:

Long Range Plan Committee: No Updates

Financial Committee: Reviewed minutes from the 6/5/23 + 6/19/23 financial committee meetings

Personnel Committee: No Updates.

Program Committee: No Updates

Building Committee: Reviewed minutes from the 6/9/23 building committee meeting

Librarian's Report

June has been a busy month with 426 patrons through the building and many scheduled programs. The summer programs are going well and the Impact Program has helped offer many volunteers.

The trustees read chapters 1 + 2 from the Illinois Library Association Trustee Facts file, and are expected to have chapters 3 + 4 read by the July meeting. They are also expected to have their OMA + FOIA training completed by the next board meeting as well.

Jackie discussed a disturbance that happened at the library last week during the summer program.

The children's business fair is scheduled for next week, Thursday June 29th, and they are currently 20 attendees signed up.

Jackie discussed the need for rearranging the library shelves on the main floor and would be open to ideas, assistance, guidance, etc. from the trustees.

The ALA grant is expected to be received sometime in July. The Special Needs Fair has been scheduled for 10/12/23 from 8-4:15pm at the Metro Center in Princeton. There will be 1 virtual speaker, and the rest will be in person. The other part of the grant will be used to purchase a sensory wall for the library.

The library will not be entering a float in the Walnut Day's Celebration parade this year.

Unfinished Business:

The Newspaper fund has right around \$3000 in it.

The financial committee presented the proposed budget. Brenda made a motion to approve the Fiscal Year 23/24 budget that was presented by the finance committee; the motion was seconded by Emily, and passed by roll call vote: Jaimie – Y; Heidi – Y; Brenda – Y; Emily – Y

Lindview Surveillance gave the library a quote to install 3 security cameras that can be viewed from any computer and also Jackie's cell phone. The total invoice came to \$664.52. The board discussed this as a building and maintenance expense.

Brenda Made a motion to approve Lindview's Security Camera Quote in the amount of \$664.52, seconded by Jaimie, motion passes with a roll call vote: Jaimie – Y, Heidi – Y, Brenda – Y; Emily – Y.

New Business:

Jackie presented the board with new job descriptions for the staff – Library assistant and Program assistant. Brenda made a motion to approve the updated job descriptions for the Library Assistant and the Program Assistant, seconded by Heidi, motion passes.

The non-resident fee policy was approved.

Hours of operation were updated and approved effective 7/31/23.

The Holiday schedule was reviewed and approved with adding Juneteenth as a holiday that the library will close on.

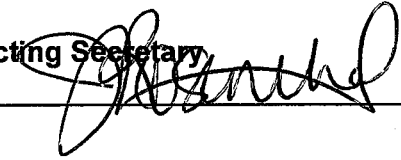
The scheduled library meeting dates were approved.

Items for Next Month's Agenda:

Adjournment

Brenda made the motion to adjourn the meeting. The meeting adjourned at 7:58pm. The next meeting is on July 19th, 2023 at 6:00pm.

Acting Secretary



Date of Approval

07/19/23