

Minutes of Walnut Public Library
March 15th, 2023

Call to Order:

A regular meeting of the Walnut Public Library was held at the library on March 15th, 2023. The meeting convened at 6:05 P.M. by Anne Johnson. Members in attendance were Jaimie Rosenthal, Heidi Franklin, Janis McDonald and Anne Johnson. Members absent Terri Jamison, Deb Spratt, and Brenda Helms. Others in attendance were Jackie Trujillo.

Secretary's Report:

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

Treasurer's Report:

The board reviewed the enclosed financial reports, including the P&L for February. The State Unemployment tax is high, but overall the numbers look good up to this point. Nicor went from \$444 to \$511 due to the supplier charges going up. Jackie cancelled the contract with the prior supplier and signed up with Nicor to be the supplier. She is trying to get a refund from the prior supplier since they never let us know the contract was up.

Jaimie made a motion to approve the Treasurer's report, seconded by Heidi.

February's bills were reviewed. Jaimie made a motion to approve the bills as paid, seconded by Heidi.

Committee Reports:

Long Range Plan Committee: No Updates

Financial Committee: No Updates

Personnel Committee: Personnel minutes from the 2/15/23 meeting were reviewed.

Program Committee: No Updates

Building Committee: No Updates

Librarian's Report

February's Librarian Reports were reviewed.

There were 9 new patrons added for the month. Patron traffic has been good. Jackie updated the board with plans for the summer reading program and the planning has begun. She applied for a \$5000 grant which can be used for the summer reading program.

The Children's Action Fair will be held on Thursday, June 29th.

Jackie continues to work on the accounting and switching over to QuickBooks.

The contract with Libby has expired so the decision needs made to renew with Libby or sign a contract with Axis360/E-Read. Libby is \$1500/year and Axis36/E-Read is \$375/year.

Janis made a motion to switch to Axis360/E-Read for \$375/year, the motion was seconded by Anne, motion passes with a roll call vote: Jaimie – Y, Heidi – Y, Janis – Y, Anne – Y

Unfinished Business:

New Business:

The Library's collection of Microfilm needs to be converted to an electronic file. Some of the film reels are starting to deteriorate. There are currently 67 film reels, with each reel containing about 3 years of new paper. Jackie contacted the digital company that can do the conversion, and the cost is \$.18/image (1 image = 1 newspaper page). The total could range anywhere from \$9,000-\$12,000. It was suggested that a Village wide fundraising campaign be started since this is Village history, and should not solely be the Libraries financial burden. Janis said she would take this on and reach out to the Rotary, Chamber, WOW Committees, etc. Jackie said she would write an article and would be happy to speak to any committee or organization with additional information in regards to this project. That would be phase 1. Phase 2 would be converting 20 years of physical newspapers into an electronic version. This phase would cost about \$.65/image. This could possibly be a service project for someone? The company suggested completing this project over 3 years so the financial burden isn't too much.

Items for Next Month's Agenda:

April's meeting will be the last meeting for Janis and Anne as there terms are up. The newly elected board members will be in attendance.

Adjournment

Anne made the motion to adjourn the meeting. The meeting adjourned at 7:01pm. The next meeting is on April 19th, 2023 at 6:00pm.

Acting Secretary

Heidi Frankle

Date of Approval

4/19/23