Minutes of Walnut Public Library
April 14th, 2025

Call to Order:

A regular meeting of the Walnut Public Library was held at the library on April 14th, 2025. The meeting convened at 6:03pm by Brenda Helms. Members in attendance were J Jaimie Rosenthal, Megan Hellrung, Dorian Woodbury, Emily Dietz, Heidi Franklin, and Brenda Helms. Kendra Jensen was absent. Others in attendance were Jackie Trujillo and Megan Haley.

Secretary's Report:

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

Treasurer's Report:

Board members reviewed the enclosed financial reports for the month of March.

There was no income received in March, and funds will need to be drawn from the Hensel/Tornow accounts in April.

Megan made a motion to approve the treasurer's report and to approve the bills paid, seconded by Emily

Librarian's Report

March's Librarian's report was reviewed. Patron numbers are up, including E-Read and Boundless activity.

March has been the busiest month for UPS activity. The Library is now set up as a UPS reroute access point.

The library will be closed on Monday 4/21 in order to host the Safe Sitter Course.

Walnut's Rotary has asked if they can write a grant for us in the amount of $5000, and Jackie suggested using the grant funds to add to the Library's musical reading garden. A quote will also be needed for a concrete pathway so that it will be ADA accessible.

The Library is planning to host a mental health training in the near future. The cost would be $23.95/person, and would need a minimum of 12/maximum of 30 attendees. If lunch will be served during the training, then the fee will get bumped up a bit to cover the cost. Possible training locations will include The Rock or the Community Building.

Jackie reviewed the Director's Notes and upcoming programs with the board.

Unfinished Business:

BC Tech's proposal for the security camera installation plus adding additional cameras will need to be voted on at the next meeting.

The Library has qualified for Microsoft Nonprofit. BC Tech will help switch the email and all existing folders from Yahoo to Microsoft.

Jackie attempted to reach out to Willet Hoffman in regards to having the building assessment completed, but they have been unresponsive. Because of this, Jackie will start looking towards the Quad Cities or Peoria for quotes to have this completed.

ABC Construction is unable to complete their quote until the building assessment has been completed. The quote to upgrade the electric outlets on the main floor has been received and the total cost will be around $10,000.

The 2025/2026 fiscal year budget will be a work in progress in the coming weeks. Things to consider for the upcoming year: Open more hours, getting employees trained in all programs.

There is currently one open trustee position that will need to be appointed. The board reviewed 2 applications that had been submitted to the library.

Once the new trustees begin their terms, the following polices are in need of review and updates: Disaster Plan, Programming, Marketing, Employee Manual, and Long range plan.

Action items:
Brenda made a motion to contract with BCTech Group for the Watch Guard Fire Box for an estimated total of $892. Jaimie seconded the motion, motion passes with a roll call vote:

Jaimie – Y; Megan – Y; Dorian – Y; Emily – Y; Heidi – Y; Brenda – Y

Brenda made a motion to put on next month's agenda to appoint Gracelyn Dales' trustee application. Motion seconded by Jaimie, all in favor, motion passes.

Closed Session:
None

Items for Next Month's Agenda:
The board will need to vote on the BC Tech camera installation proposal at the next meeting.

Appoint open trustee position to Gracelyn Dale.

The next regularly scheduled board meeting will be on May 28th, 2025 @ 5:30pm.

Adjournment
Brenda made the motion to adjourn the meeting. The meeting adjourned at 7:16pm.

Acting Secretary   **Date of Approval**

(signature)   _(signature)_   5/28/25