

Meeting of Library Trustees
of
Central Citizens' Library District
1134 E. 3100 North Rd., Suite C
Clifton, IL 60927
October 19, 2023
6:00 PM

I. Call Meeting to Order and Roll Call

Vice President Karen Alexander called the regular meeting of Central Citizens' Library District to order at 6:10pm. with the following Trustees present: Karen Alexander, Ann Blasey, Tahlia Guimond, Scott Senffner, Lavonne Gillespie and Sharron Kreider. Absent: Robert Lemenager. Also present were Casey Bronson, Sarah Schoon, Cindy Stachowicz, Debbie Peters, Brianna Peters, Sally Newberry, Wanda Thompson.

II. Approval of Minutes

Ann Blasey made the motion, seconded by Sharron Kreider, to approve the September minutes. Discussion. Vote: Aye all. Motion carried.

III. Reading and Allowance of Bills

Lavonne Gillespie made the motion, seconded by Ann Blasey, to approve the listed bills totaling \$30,331.33 and to accept deposits totaling \$176.71. Discussion. Vote: Roll Call Vote: Karen Alexander, yes; Ann Blasey, yes; Lavonne Gillespie, yes; Sharron Kreider, yes; Robert Lemenager, AB; Tahlia Guimond, yes; and Scott Senffner, yes. Motion carried.

IV. Treasurer's Report

Treasurer Scott Senffner reported that our balance on hand is \$373,756.38 in our checking and passbook accounts. Sharron Kreider made the motion, seconded by Tahlia Guimond to approve the treasurer's report. Discussion. Vote: Aye all. Motion carried.

V. Opportunity for Public Input

Cindy Stachowicz & Wanda Thompson spoke on behalf of the quilting group to be considered a library program and their community involvement.

VI. Communications and Reports

We received the following communications:

- Director
 - o Attended meeting: Jeff from Communication Solutions Inc.
 - o Sorting through file cabinets in the Director's office
 - o Website: Calendar & News
 - o Staff Schedule
 - o Researching part-time staff evaluation options
 - o CDW-G: computers Delivered (Copier maybe by Nov. 1)
 - o Bourbonnais 53 school Dist. took more of our deleted books for Free Library at Scarecrow event at Perry Farm
 - o Typed up CCLD Policy updates
 - o Held a Staff Meeting
 - o Installed Back Door Bell
 - o Set Dates for Scholastic Book Fair (Dec. 4th-9th)
- Staff & Volunteer Projects
 - o Mary Ann: heading up the processing of the public books
 - o Sarah & Casey: STEM Lab ideas
 - o Norma/Mary Ann: Processing Large Print Books donated by Norton family
 - o Sarah: Weeding Non-Fiction
 - o Play Pals collaboration

- Programs & Events
 - o Storytime Fall Wreath Hanger Craft Middle School Art 3rd & 4th grade Art 1,000 Books Before Kindergarten Storytime Book Club Library Crawl (Oct 1-31)
- Grants
 - o Tonies Project: Sharon and Casey – developing kits, ordering books
 - o Illinois Cares (bookbags with early childhood educational items)
- Upcoming Events October: Storytime: Fridays & 3rd Sat. Paper Pumpkin Craft: 4th Art Workshops: Tuesdays Book Club: 29th

Statistics: September

- Program Attendance: Storytime: 86 Craft: 5 Art Classes: 20 Book Club: 6 Saturday Storytime: 16
- Meeting Room-not program: 8 (Girl Scouts, Quilters & D&D)
- Special Collections Room: 1 (Aflac)
- Circulation: 2,925 Checkouts 3,998 Check in 434 Borrowers 133 Overdues returned 477 Holds placed We filled 436 holds
- Cloud Library App: 9 users 25 checkouts 11 holds 0 Suggestions 7 audio books 29 E-books 34 adult fiction 0 Juv. Fiction 2 YA fiction 0 Non-fiction
- Patrons: 18 added 1 deleted Questions answered 23 Computer Help: 3 Copied for Patron: 6 E-Resources Ques. 2 Items Donated: 22 # of People Donated: 2 Purchases from Book Sale: 10+ BB53 Notary: 0 Curbside: 0 Pub. Fines Paid: 11 Phone services: 30 Patron Visits 328 Renewed cards 3 Scanned Doc. For Patron: 0 Wifi Use: 5 Sent Faxes: 2 Laminate for Patron: 2
- Computers: Public: 39 AR Tests = 18 Class Assig. = 3 AWE: 11
- My Heritage – 0 usage
- Collection: Added 171 items Deleted 4,039 items
- Website Visits: 547 page views 214 users 186 new users
- Google Analytics: 190 Profile Views 129 total interactions 13 calls 36 asked for directions 80 website visits 39 searches for us

VII. Unfinished Business

- A. Scott Senffner, made the motion, Seconded by Ann Blasey, adopt Policy 1.1 Purpose, Vision and Values as written. Discussion. Vote: Aye all. Motion carried.
- B. Tahlia Guimond, made the motion, Seconded by Scott Senffner, adopt Policy 2.1 Organization with the deletion of the Objectives category. Discussion. Vote: Aye all. Motion carried.
- C. Discussion of Policy 3.2 Computer Use. Discussion lead to tabling until next month.
- D. Discussion of Policy 7.1 Meeting Room. Discussion lead to tabling until next month.
- E. Sharron Kreider, made the motion, Seconded by Tahlia Guimond, adopt Policy 7.2 Study Space as written. Discussion. Vote: Aye all. Motion carried.

VIII. New Business

- F. Scott Senffner, made the motion, Seconded by Ann Blasey, to accept the Communications Solutions Inc. Bid for telephone upgrades for \$4,425.00. Discussion. Vote: Roll Call Vote: Karen Alexander, yes; Ann Blasey, yes; Lavonne Gillespie, yes; Sharron Kreider, yes; Robert Lemenager, AB; Tahlia Guimond, yes; and Scott Senffner, yes. Motion carried.

IX. Other

X. Adjournment

Scott Senffner made the motion, seconded by Tahlia Guimond, to adjourn the meeting. Discussion. Vote: Aye all. Motion carried. Meeting Adjourned.

Board Vice President

Board Secretary