

Meeting of Library Trustees
of
Central Citizens' Library District
1134 E. 3100 North Rd., Suite C
Clifton, IL 60927
November 16th, 2023
6:00 PM

I. Call Meeting to Order and Roll Call

President Robert Lemenager called the regular meeting of Central Citizens' Library District to order at 6:05pm. with the following Trustees present: Karen Alexander, Ann Blasey, Scott Senffner, Sharron Kreider and Robert Lemenager. Absent: Tahlia Guimond & Lavonne Gillespie. Also present were Casey Bronson, Sarah Schoon, Debbie Peters, Brianna Peters.

II. Approval of Minutes

Karen Alexander made the motion, seconded by Sharron Kreider, to approve the October minutes with the addition of Wanda Thompson to present list. Discussion. Vote: Aye all. Motion carried.

III. Reading and Allowance of Bills

Scott Senffner made the motion, seconded by Karen Alexander, to approve the listed bills totaling \$11,971.18 and to accept deposits totaling \$108.15. Discussion. Vote: Roll Call Vote: Karen Alexander, yes; Ann Blasey, yes; Lavonne Gillespie, AB; Sharron Kreider, yes; Robert Lemenager, yes; Tahlia Guimond, AB; and Scott Senffner, yes. Motion carried.

IV. Treasurer's Report

Treasurer Scott Senffner reported that our balance on hand is \$366,471.03 in our checking and passbook accounts. Sharron Kreider made the motion, seconded by Karen Alexander to approve the treasurer's report. Discussion. Vote: Aye all. Motion carried.

V. Opportunity for Public Input

VI. Communications and Reports

We received the following communications:

- Director
 - o Attended meetings: Sarah & Casey: AISLE Library Conference Oct 2nd & 3rd; Internet Librarian Zoom; FOIA Zoom, Internet Librarian Connect Zoom
 - o Sorting through file cabinets in the Director's office
 - o Website: Calendar & News
 - o Weeding: YA Fiction & Non-Fiction
 - o Staff Schedule
 - o CDW-G: Copier - Cancelled
 - o Typed up CCLD Policy updates
 - o Made Meeting Room Schedule Calendars to post in the room.
 - o Maintenance anchored bookshelves that were not secured to the walls
 - o Ordered Shelf Signs, to make it easier to locate sections in the Children's room
 - o Completed the Illinois Public Library Internet Survey for State Library
 - o CSI installed new phones Nov. 15th
- 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 Ashley Sims: 10.25 hrs. - helping change spines on Chebanse books for AR info.
 - o Ben T. (High school Spec. Ed.): 45 minutes a day - dusting and stamping
- Programs & Events
 - o Storytime, Fall Wreath Hanger Craft, Middle School Art, 3rd & 4th grade Art, Saturday Storytime & Book Club

- o Library Crawl (Oct 1-31) = 10 visits, 24 passports picked up, 6 turned in
- Grants
 - o Tonies Project: Books for kits are being purchased; Kits are being processed; 3 boxes & 4 figures have been cataloged; Play Palz has one of each to test.

Statistics: October

- Program Attendance: Storytime: 67 Craft: 11 Art Classes: 23 Book Club: 4 Saturday Storytime: 21
Bookmark Contest entries: 52
- Meeting Room-not program: 3 Girl Scouts, Quilters & D&D
- Special Collections Room: 0
- Circulation: 2,661 Checkouts 2,527 Check in 478 Borrowers 215 Overdues returned 712 Holds placed
We filled 464 holds
- Cloud Library App: 15 users 26 checkouts 13 holds 1 Suggestions 14 audio books 26 E-books
36 adult fiction 1 Juv. Fiction 2 YA fiction 1 Non-fiction
- Patrons: 7 added 1 deleted Questions answered 46 Computer Help: 11 Copied for Patron: 4
E-Resources Ques. 2 Items Donated: 28 # of People Donated: 4 Purchases from Book Sale: 0 Notary: 1
Curbside: 0 Pub. Fines Paid: 12 Phone services: 46 Patron Visits 351 Renewed cards 3
Scanned Doc. For Patron: 2 Wifi Use: 14 Sent Faxes: 4 Laminate for Patron: 1
- Computers: Public: 36 AR Tests = 5 Class Assig. = 19 AWE: 11
- My Heritage – 0 usage
- Collection: Added 496 items Deleted 1,382 items
- Website Visits: 535 page views 291 users 260 new users
- Google Analytics: 158 Profile Views 128 total interactions 14 calls 39 asked for directions
75 website visits 42 searches for us

VII. Unfinished Business

VIII. New Business

- A. Sharron Kreider made the motion, Seconded by Karen Alexander, to accept Policy sections: 3.1 Eligibility of Services, 3.2 Circulation, 3.3 Confidentiality of Record, 3.4 Computer Use, 3.5 Equipment/Kit Loan Policy. Discussion. Vote: Aye all. Motion carried.
- B. Karen Alexander made the motion, Seconded by Ann Blasey, to accept Policy section 7.1 Meeting Room. Discussion. Vote: Aye all. Motion carried.
- C. Scott Senffner made the motion, Seconded by Karen Alexander, to approve the purchase of a Defibrillator after checking for price comparisons. Allowing for \$1,854.00 to be spent. Discussion. Vote: Aye all. Motion carried.

IX. Other

X. Adjournment

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

Board President

Board Secretary