Shawneetown Public Library

Meeting Minutes

April 16, 2024

**Members Present**:

Olivia Bradley, Amanda Stanford, Lori Pritchard, Sheryl Scherrer, Lacey Perez,Tara Wood, and current librarian, Julie Robbins. Mary Ann Patton was available per phone.

**Members Not Present:**

Randi Vickery and Alberta Doerr.

**Call to Order:** - The meeting was called to order by Lacey Perez at 5:22pm. This meeting was heldin person at the library. The roll call was taken by Lacey Perez, confirming enough members were present for hold meeting.

**Secretary Report:** Minutes were printed out for the members and read at the meeting. Olivia Bradley made a motion to approve the minutes, with Tara Wood making a second. All were in favor. Motion was carried out and meeting minutes were approved.

**Treasurer’s Report:** The Treasurer’s report was read by Mary Ann Patton.A complete treasurer’s report was attached to the meeting minutes to itemize all income and expenses up to the current date. The Share Library, IHLS, and a couple of other checks are still out but need to be included in the 2023 fiscal year. These were not reflected on the Treasurer’s report. The CD at Legence Bank was discussed, and we need to have Mary Ann call to see when they can come in to renew it. We want to renew the CD for 6 months at 4.50% and for the face value, then add the interest into the checking account. Lacey Perezmade a motion to approve the treasurers report along with Tara Woodmaking a second. All were in favor. Motion was carried out and treasurer’s report was approved.

**2024 Budget**:

The proposed budget was printed and distributed to the members to review. Mary Ann proposed that we need more in the budget for office supplies, which is needs to be around $900.00. We will reduce the memorials/miscellaneous by $100.00 andreduce the materials by $200.00 to make up the offset difference. Lacey Perez made a motion to accept the 2024 budget along with these changes, Amanda Stanford made a second.

**Librarian Report:** The librarian report was printed by Julie Robbins to be reviewedat the meeting.Discussed the Item Circulation Stats for January 2024. Also reviewed the library calendar for April. Reminder that the bake sale is Friday, May 17. Will be there at 7am to let people drop off items. Will go through 12. Discussed and reviewed serving our public reading sections 6 and 7. She did report that Wadi will be discontinuing their programs as the participant numbers have been down.

**Old Business:**

Talked to Matt Martin about the time off policy and how it affects the librarian. Julie has requested to take May 20-24 and waiting for Steve Wood to approve. These should be done at the next City Council board meeting. Jamie Rider has already been confirmed to cover the library for those dates.

Finance committee met to complete the budget and also discussed some ways to make the library more efficient. Quickbooks was discussed and we reached out to Chris Mills from the City about if we could be added as a sub user on their login. Waiting to hear back. Olivia also mentioned that Legence Bank is starting an auto books program embedded in the online banking platform. We will get more information on that and see which ones are options and which is best. It was also addressed to add the librarian to the account, that Julie needs to have access to the checks and accounts. We will also at that time add the officers to the account but set it up to where there are 2 signatures required for transactions/checks. Julie can be setup with an online banking login and Mary Ann expressed that she doesn’t have one but would like one too. Lacey made a motion to approve these additions and changes to the accounts, with Lori Pritchard making a second. All were in favor.

**New Business:**

Olivia has reached out to Nancy Braddock- State Farm of Eldorado about computer donations. They used to donate their used computers to schools, municipalities, etc. Nancy is going to check with corporate to see if they still offer that program.

Lacey announced that this will be her next meeting, that she will be resigning due to personal reasons. We will need to think about a replacement and discuss at the next meeting. We also will need to vote on a new Vice-President to take her place. Since we are adding the officers to the bank accounts, we will wait till the next meeting so that we can add the new Vice-President and add the other officers and librarian all at one time.

The next library meeting will be on Tuesday, May 14at 5:15 pm.

Motion to adjourn was made byOlivia Bradley,with a second made by Lacey Perez.The meeting was adjourned at5:54 pm.