

**Farmington Area Public Library District  
Regular Board Meeting Minutes  
Monday, July 22, 2024 6:00 PM**

**I. CALL TO ORDER**

Vice President Haroldson called the meeting to order at 6:05 p.m.

**II. ROLL CALL AND DETERMINATION OF QUORUM**

Roll Call by Trustee Uptmor - members present: Sara Balagna, Linda Bearden, Kristi Gronewold, Elise Haroldson, Lisa Uptmor. Also present: Director Rebecca Seaborn and Recording Secretary Jeanne Thomas.

Not Present: Maggie Connell, Nicole Lettow,

**III. RECOGNITION OF VISITORS TO THE MEETING**

No Visitors

**IV. APPROVAL OF THE AGENDA**

Trustee Balagna moved to approve the agenda. Trustee Uptmor seconded. There was unanimous approval.

**V. PUBLIC INPUT**

No Input

**VI. COMMUNICATIONS TO THE BOARD**

No Communications

**VII. REGULAR BOARD MEETING MINUTES: JUNE 17, 2024**

Trustee Gronewold moved to approve the minutes. Trustee Balagna seconded. There was unanimous approval.

**VIII. BILLS JUNE 2024**

Approval of bills: Resolved that the bills in the amount of \$6,975.57 be approved. Trustee Balagna moved to approve the bill list. Trustee Gronewold seconded. The roll call vote was unanimous in approval.

**IX. TREASURER'S REPORT JUNE 2024**

Trustee Uptmor moved to approve the Treasurer's Report. Trustee Balagna seconded. The roll call vote was unanimous in approval.

**X. DIRECTOR'S REPORT**

The solar was installed the week of May 28 and Ameren is scheduled to run their test and sign off on the system. H&H Industries has installed the entryway lights. American Pest Control came and treated the ant infestation. Steam Green will be cleaning all the upholstered chairs, couch and the carpet August 1 and 2. Director Seaborn is going to contact Merrick Carpeting about replacing the entryway carpet squares that were damaged from an accidental spill of toilet cleaner by the cleaning crew.

Director Seaborn reminded Maggie, Lisa, Linda and Kristi that they are up for re-election in 2025. She completed the staff's yearly reviews. Staff member Amanda Shaffer has turned in her resignation. The entire staff has completed several online training courses including Preventing Workplace Harassment Extended which includes sexual harassment training.

Summer reading turned out to be our biggest program to date with 348 people registered. O.T.T.E.R. Club has one more week. Director Seaborn has already spoken to Robby Reader about next year. After school clubs have already been planned for the fall as well as a few more events scheduled for this summer. A blood drive with the American Red Cross is set for August 9, 2024.

Information is being gathered for the Library's FY24 financial audit. As soon as all of the requested information has been put together it will be taken to the auditor's office. We have received the FY25 Per Capita Grant funds of \$10,283.63 and we have received \$720.40 from Helping Hands for next year's summer reading program. Fulton County has disbursed two property tax payments and Peoria County has disbursed one payment.

## **XI. COMMITTEE REPORTS**

No Reports

## **XII. UNFINISHED BUSINESS**

No Unfinished Business

## **XIII. NEW BUSINESS**

### **A. Ordinance 24-02 Building & Maintenance Ordinance**

Director Seaborn and the Board reviewed and discussed Ordinance 24-02.

Trustee Uptmor moved to approve Ordinance 24-02 Building & Maintenance Ordinance as presented. Trustee Balagna seconded. The roll call vote was unanimous in approval.

### **B. Special Reserve Fund Ordinance 24-05 and Plan Ordinance 24-06**

Director Seaborn presented Ordinance 24-05 and 24-06. She and the Board reviewed and discussed them.

Trustee Gronewold moved to approve the Special Reserve Fund Ordinance 24-05 and Plan Ordinance 24-06 as presented. Trustee Balagna seconded. The roll call vote was unanimous in approval.

### **C. Review Self-Insurance Reserve Fund Ordinance 06-03**

The Board and Director Seaborn reviewed and discussed Ordinance 06-03.

Trustee Gronewold moved to approve the Self-Insurance Reserve Fund Ordinance 06-03 as presented. Trustee Bearden seconded. The roll call vote was unanimous in approval.

D. Unattended Children Policy

Director Seaborn explained the changes she made to the Unattended Children Policy. She and the Board discussed it.

Trustee Gronewold made a motion to adopt the Unattended Children Policy as presented. Trustee Uptmor seconded. There was unanimous approval.

E. Indemnification & Insurance Policy

Director Seaborn and the Board reviewed and discussed the Indemnification & Insurance Policy.

Trustee Uptmor made a motion to accept the Indemnification & Insurance Policy as presented. Trustee Balagna seconded. There was unanimous approval.

F. Staff Reviews

Director Seaborn provided the staff reviews for the Board to look over.

**XIV. CLOSED SESSION**

No Closed Session

**XV. ADJOURNMENT**

Trustee Gronewold motioned to adjourn the meeting. Trustee Uptmor seconded. There was unanimous approval.

Vice President Haroldson adjourned meeting at 7:25 p.m.

Respectfully submitted,

Nicole Lettow, Secretary  
Jeanne Thomas, Recording Secretary