

**Farmington Area Public Library District**  
**Regular Board Meeting Minutes**  
**Monday, November 20, 2023 6:00 PM**

**I. CALL TO ORDER**

President Connell called the meeting to order at 6:03 p.m.

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

Roll Call by Secretary Lettow - members present: Sara Balagna, Linda Bearden, Maggie Connell, Elise Haroldson, Nicole Lettow, Lisa Uptmor. Also present: Director Rebecca Seaborn and Recording Secretary Jeanne Thomas.

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

The Board recognized Kristi Gronewold.

**IV. OATH OF OFFICE FOR NEW BOARD MEMBER**

Secretary Lettow administered the oath of office to newly appointed trustee Kristi Gronewold.

**V. APPROVAL OF THE AGENDA**

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

**VI. PUBLIC INPUT**

No Input.

**VII. COMMUNICATIONS TO THE BOARD**

No Communications.

**VIII. REGULAR BOARD MEETING MINUTES: SEPTEMBER 18, 2023**

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

**IX. BILLS SEPTEMBER 2023**

Approval of bills: Resolved that the bills in the amount of \$49,302.31 be approved. Trustee Lettow moved to approve the bill list. Trustee Uptmor seconded. The roll call vote was unanimous in approval.

**X. BILLS OCTOBER 2023**

Approval of bills: Resolved that the bills in the amount of \$6,009.12 be approved. Trustee Balagna moved to approve the bill list. Trustee Bearden seconded. The roll call vote was unanimous in approval.

**XI. TREASURER'S REPORT SEPTEMBER 2023**

Trustee Balagna moved to approve the September, 2023 Treasurer's Report. Trustee Lettow seconded. The roll call vote was unanimous in approval.

## **XII. TREASURER'S REPORT OCTOBER 2023**

Trustee Lettow moved to approve the October, 2023 Treasurer's Report. Trustee Haroldson seconded. The roll call vote was unanimous in approval.

## **XIII. DIRECTOR'S REPORT**

Director Seaborn followed up with Dan Maloney from CEDG. Their architect picked up the blueprints of the library. However, she has not heard from their scheduler yet so no date has been set for installation. The landscaper has done the fall maintenance. Director Seaborn informed the board that she has decided to move forward with replacing the current lightbulbs with LEDs as quoted by Mark Rives from H & H Industries. She is also looking into changing the copy machines.

Director Seaborn prepared a FY2023 Annual Report compiled of data collected from the IPLAR to be given out to the public. She plans on preparing this report every year going forward in the continuing effort to be transparent about how tax dollars are being spent. She briefly explained the timeline of RSA's complete independence and how that will affect the future cost of their services.

There was a great turn out for the October rural directors meeting hosted here. Also, in October Director Seaborn attended ILA in Springfield, IL. She gained valuable knowledge in several areas affecting the library as some sessions were put on by lawyers. She signed a contract with Find More Illinois making it another interlibrary loan platform that we will be able to offer our patrons.

The first session of after school clubs has ended and the second session has started. All three clubs are full. The 3-D printing club is going very well and will have an Open House for the public on December 7<sup>th</sup>. Several 3<sup>rd</sup> grade and 5<sup>th</sup> grade classes are coming for regular visits.

The audit has been completed and is being sent for internal review. Once we receive the completed audit, proper documentation will be sent to S & P for our global rating and the Annual Financial Report will be sent to the county clerks.

## **XIV. COMMITTEE REPORTS**

No Reports.

## **XV. UNFINISHED BUSINESS**

### **A. Light replacement**

Director Seaborn reiterated that she decided to move forward with the lightbulb replacement.

### **B. Copier Lease**

Director Seaborn stated again that she is looking at different copy machines. We are currently in a trial period with two Epson machines and everyone seems pleased with them. Once a few details of the contract have been verified, she plans on signing with the new vendor.

## **XVI. NEW BUSINESS**

### **A. Discussion of Per Capita Grant – serving our public 4.0**

As required for the Per Capita Grant, Director Seaborn and the Board reviewed Serving Our Public 4.0. She highlighted the chapters where improvements have been made as well as pointing out a few areas that still need some attention.

### **B. Holiday Bonus**

Director Seaborn presented the board with her staff holiday bonus recommendations.

Trustee Haroldson moved to approve the 2023 holiday bonuses as recommended by the director with the addition of a holiday bonus for the director. Trustee Lettow seconded. The roll call vote was unanimous in approval.

### **C. Paid Leave for All Worker's Act**

Director Seaborn informed the board that there is a new state law regarding Paid Time Off for employees that goes into effect January 1, 2024. In order for the library to be compliant, the personnel policy must be changed. She will be working on it so it can be in place by January 1, 2024.

## **XVII. CLOSED SESSION**

No Closed Session.

## **XVIII. ADJOURNMENT**

Trustee Lettow motioned to adjourn the meeting. Trustee Balagna seconded. There was unanimous approval. The meeting was adjourned at 7:20 p.m.

Respectfully submitted,

Nicole Lettow, Secretary  
Jeanne Thomas, Recording Secretary