

**Farmington Area Public Library District  
Regular Board Meeting Minutes  
Monday, August 21, 2023 6:00 PM**

**I. CALL TO ORDER**

President Connell called the meeting to order at 6:02 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, John Martin, Lisa Uptmor. Also present: Director Rebecca Seaborn and Recording Secretary Jeanne Thomas.

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

No Visitors.

**IV. APPROVAL OF THE AGENDA**

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

**V. PUBLIC INPUT**

No Input.

**VI. COMMUNICATIONS TO THE BOARD**

Secretary Lettow read the award letter for the Project Next Generation Grant in the amount of \$18,040.00 from Alexi Giannoulis, Secretary of State & State Librarian.

**VII. REGULAR BOARD MEETING MINUTES: JULY 17, 2023**

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

**VIII. BILLS JULY 2023**

Approval of bills: Resolved that the bills in the amount of \$13,793.68 be approved. Trustee Balagna moved to approve the bill list. Trustee Lettow seconded. The roll call vote was unanimous in approval.

**IX. TREASURER'S REPORT JULY 2023**

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

**X. DIRECTOR'S REPORT**

The HVAC fall preventative maintenance has been done. The filters have been changed and the units checked out good. Director Seaborn has forwarded another email regarding the solar project deadline to her point of contact Dan Maloney.

Director Seaborn has purchased two 3D printers, filament, other needed supplies, two carts, and 10 HP Chromebooks with the Project Next Generation grant. After the one-year grant requirements, these items will be available for use in an array of programming for both children and adults.

Phil Lenzini will be at the rural directors meeting in September. Director Seaborn will inquire about the legal requirements of the new Paid Leave Act in order to better understand the library's responsibility to the employees. She attended the E-rate program at Mid -Century where she completed the 470 which is the first step in the E-rate process. She and Jeanne will be completing the IPLAR in the next couple of weeks.

The library was represented at the Farmington Central Schools registration day and open house. Director Seaborn has completed her OMA and FOIA training for the year. She has attended several meetings this past month as well as the solar eclipses program held at the Peoria Public Library hosted by RAILS and the Adler planetarium which Christine, the Childrens Librarian attended with her.

The blood drive we hosted collected 15 units which surpassed our goal of 12 units! Planning for the upcoming after school programs has begun. In October, we will be offering a 3D printing club and 3D teen workshops once a month. Outdoor movies are planned for September and October.

We received the rest of the money from the Amber Lercher estate in the amount of \$9,600 which makes the total estate donation of \$29,600. Tax disbursements have been received from both counties.

## **XI. COMMITTEE REPORTS**

No Reports.

## **XII. UNFINISHED BUSINESS**

## **XIII. NEW BUSINESS**

### **A. Ordinance 23-03 Budget & Appropriation Ordinance**

Director Seaborn presented Ordinance 23-03.

Trustee Lettow moved to approve Ordinance 23-03 Budget & Appropriation as presented. Trustee Uptmor seconded. The roll call vote was unanimous in approval.

### **B. Whistleblower Policy**

Director Seaborn presented the Whistleblower Policy.

Trustee Bearden moved to approve the Whistleblower Policy as presented. Trustee Martin seconded. There was unanimous approval.

### **C. Division of responsibility between board and director Policy**

Director Seaborn presented the Division of responsibility between board and director policy.

Trustee Uptmor moved to approve the Division of responsibility between board and director policy. Trustee Martin seconded. There was unanimous approval.

D. Banking Procedures

Director Seaborn and the Board reviewed and discussed the Banking Procedures Policy.

Trustee Uptmor made a motion to approve the Banking Procedures Policy as presented. Trustee Balagna seconded. The roll call vote was unanimous in approval.

E. Authority to spend Policy

Director Seaborn and the Board reviewed and discussed the Authority to Spend Policy.

Trustee Lettow made a motion to ammend the Authority to Spend Policy. Trustee Uptmor seconded. Trustee Martin made a motion to approve the Authority to Spend Policy as amended without paragraphs two and three. Trustee Haroldson seconded. The roll call vote was unanimous in approval.

F. September & October Board Meetings

Director Seaborn discussed changes to the September and October board meetings.

**XIV. CLOSED SESSION**

No Closed Session

**XV. ADJOURNMENT**

Trustee Martin motioned to adjourn the meeting. Trustee Balagna seconded. There was unanimous approval. The meeting was adjourned at 7:38 p.m.

Respectfully submitted,

Nicole Lettow, Secretary  
Jeanne Thomas, Recording Secretary