

**Farmington Area Public Library District
Regular Board Meeting Minutes
Tuesday, May 20, 2025 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: Linda Bearden, Maggie Connell, Kristi Gronewold, Elise Haroldson, Nicole Lettow. Also present: Director Rebecca Seaborn and Recording Secretary Jeanne Thomas.

III. RECOGNITION OF VISITORS TO THE MEETING

The Board recognized Nick Hoffmann.

IV. OATH OF OFFICE FOR ELECTED BOARD MEMBERS

Secretary Lettow administered the oath of office to re-elected trustees Maggie Connell, Kristi Gronewold, Linda Bearden and newly elected trustee Nick Hoffmann.

V. ELECTION OF BOARD OF TRUSTEE OFFICERS

Trustee Bearden nominated Trustee Connell to be president. Trustee Gronewold seconded. There was unanimous approval.

Trustee Lettow nominated Trustee Haroldson to be vice president. Trustee Connell seconded. There was unanimous approval.

Trustee Bearden nominated Trustee Gronewold to be treasurer. Trustee Haroldson seconded. There was unanimous approval.

Trustee Haroldson nominated Trustee Lettow to be secretary. Trustee Bearden seconded. There was unanimous approval.

Bank of Farmington signers will be: President, Maggie Connell, Vice-President, Elise Haroldson, Treasurer, Kristi Gronewold, Secretary, Nicole Lettow, Director, Rebecca Seaborn.

Bank of Farmington Signer to be Removed is: Sara Balagna.

VI. COMMITTEE APPOINTMENTS

A. Finance Committee consists of Trustees Connell, Gronewold and Haroldson.

B. Building and Grounds Committee consists of Trustees Connell, Bearden and Hoffman.

VII. APPROVAL OF THE AGENDA

Trustee Lettow moved to approve the agenda. Trustee Haroldson seconded.

There was unanimous approval.

VIII. PUBLIC INPUT

No Input

IX. COMMUNICATIONS TO THE BOARD

Secretary Lettow read an email from a patron who recently moved into our library district and how libraries are the one constant that helps them transition to a new home. The new patron also expressed how valuable libraries are to the community. She also read a thank you note/Mother's Day greeting from a very loyal library patron.

X. REGULAR BOARD MEETING MINUTES: APRIL 22, 2025

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

XI. BILLS APRIL 2025

Approval of bills: Resolved that the bills in the amount of \$6,971.70 be approved. Trustee Bearden moved to approve the bill list. Trustee Lettow seconded. The roll call vote was unanimous in approval.

XII. TREASURER’S REPORT APRIL 2025

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

XIII. DIRECTOR’S REPORT

Facet Technology completed the server upgrade. Director Seaborn talked with Trey from Facet about the Microsoft upgrade coming this fall and the need for us to upgrade our staff computers. Mid Century has doubled our internet speed without increasing our price. They asked that we put up a window cling and display a few table tents around the library advertising that our internet is powered by them. H8H Lighting fixed the lights for the flagpole so the flag is flying again.

Phil Lenzini has been contacted to prepare our Ordinances again this year. The Library’s summer hours start May 27th and continue through Labor Day. Director Seaborn will start staff reviews when she returns from her vacation. Kyle Miller has started the landscaping cleanup and maintenance of all the flower beds as well as the monarch garden.

Director Seaborn has attended several online webinars and training over the last month. She has gotten into a really good book purchasing pattern so our collection continues to be sound. Level Up at your Library is the theme for this year’s summer reading program. After school programs concluded for this school year. We are once again participating in the Read, Eat, Play Annual Library Road Trip.

May 24th from 5-7 pm will be our Summer Celebration party to kick off summer reading. There will be food trucks and M&K Parties will provide several fun things for the kids. Currently \$3,408.50 has been collected in cash donations and \$3,365.49 “in kind” donations for the summer reading program.

XIV. COMMITTEE REPORTS

No Reports

XV. CLOSED SESSION

B. Personnel – 5ILCS 120/2 (c) (1)

1. The board went into closed session at 6:38 p.m.
– Director’s Review

The board came out of closed session at 6:53 p.m.

XVI. UNFINISHED BUSINESS

No Business

XVII. NEW BUSINESS

A. Director's Review

President Connell on behalf of the Board commended Director Seaborn on the outstanding job she does running the library and keeping the library moving in the right direction. President Connell also expressed how much the Board truly appreciates her.

Trustee Lettow made a motion to increase the Director's salary by 6% for fiscal year 2025-2026. Trustee Gronewold seconded. The roll call vote was unanimous in approval.

B. Non-residence card acceptance program participation

Director Seaborn presented the Board with the calculation for the 2025-2026 non-resident card fee. Resource Sharing Alliance (RSA) requires its members to participate in this program.

Trustee Lettow moved to approve the participation in the non-residence card program with the fee of \$114.00 per household for 2025-2026. Trustee Gronewold seconded. The roll call vote was unanimous in approval.

C. Public Library Trustee Ethics Statement

Secretary Lettow read aloud the statement and the Trustees each signed their copy afterwards.

D. Ordinance 25-01 meeting schedule ordinance

Director Seaborn and the board members reviewed the potential meeting schedules for Fiscal Year 2025-2026. After much discussion it was decided to change the board meetings to the second Tuesday of each month.

Trustee Gronewold moved to approve the second Tuesday meeting schedule for 2025-2026. Trustee Lettow seconded. There was unanimous approval.

E. CD – Special Reserve

Director Seaborn presented the Board with the new CD rates and specials featured at the Bank of Farmington. They discussed adding additional Special Reserve funds to the maturity value of the CD and reinvesting it into the 13-month special offered at the Bank of Farmington.

Trustee Gronewold moved to cash in the matured Special Reserve CD, add \$12,900 from the Special Reserve Fund to it and reinvest it into the 13-month special at the Bank of Farmington. Trustee Lettow seconded. The roll call vote was unanimous in approval.

F. Vacant Trustee Seat

Director Seaborn lead a discussion regarding the resignation of Trustee Sara Balagna and the need to appoint someone to fulfill her remaining term till 2027. She told the Board that she had reached out to Emylee Bitner about filling the vacant seat and that Emylee said she was willing to fill it.

Trustee Connell motioned to appoint Emylee Bitner to fill the vacant Trustee spot. Trustee Hoffmann seconded. There was unanimous approval.

XVIII. ADJOURNMENT

Trustee Lettow motioned to adjourn the meeting. Trustee Haroldson seconded. There was unanimous approval. The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Nicole Lettow, Secretary
Jeanne Thomas, Recording Secretary