

**Farmington Area Public Library District**  
**Regular Board Meeting Minutes**  
**Monday, March 21, 2022 6:00 PM**

**I. CALL TO ORDER**

President Martin called the meeting to order at 6:04 p.m.

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

Roll Call by Secretary Lettow - members present: Sara Balagna, Linda Bearden, Maggie Cecil, Elise Haroldson, John Martin, Nicole Lettow, 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 Martin seconded. There was unanimous approval.

**V. PUBLIC INPUT**

No Input

**VI. COMMUNICATIONS TO THE BOARD**

No Communications

**VII. REGULAR BOARD MEETING MINUTES: FEBRUARY 21, 2022**

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

**VIII. BILLS FEBRUARY 2022**

Approval of bills: Resolved that the bills in the amount of \$5,523.11 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 FEBRUARY 2022**

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

**X. DIRECTOR'S REPORT**

Director Seaborn reported that the study carrel was delivered and assembled. The solar charging poles arrived and Trustee Martin is helping to install them. She also purchased a wall busy-board for the children's area and it has been put up for the children to enjoy.

Director Seaborn has completed and submitted the annual E-rate form as well as the annual Certificate of Status of Exempt Property. Two staff members volunteered at Helping Hands in Canton during the week of March 1<sup>st</sup> to 5<sup>th</sup>. This was the week the library was the volunteer/recipient and will receive a portion of the money raised that week.

Director Seaborn has been attending local director meetings as they continue to be a great source of information. RSA Day is April 14<sup>th</sup> at Five Points in Washington, IL. The library will be closed that day so that all the staff can attend this staff development day. She leaves Tuesday morning for the PLA (Public Library Association) Conference in Portland, OR.

The staff has begun weeding several sections of the juvenile collection. They are weeding items that have not checked out in the past 3 to 5 years. Director Seaborn has purchased 8 hot spots from Tech Soup (Mobile Beacon) that will circulate among our patrons who have been registered patrons for 90 days or more.

Clubs started this past week with 3 of the 4 clubs completely full. Homeschool club continues to be a hit. In April there will be a Pokemon program, an Adult movie night, and a Mother's Day program. Amanda Mapes is going to do the O.T.T.E.R club again this summer. On May 10<sup>th</sup>, the library will host a blood drive with Impact Life. Summer Reading donations have started to come in.

## **XI. COMMITTEE REPORTS**

### A. Update on quotes

President Martin informed the board that he has not received any quotes for the outside pavilion.

## **XII. BUSINESS FOR DISCUSSION**

### A. Statement of Economic Interest forms

Director Seaborn explained the new forms. She also provided handouts in the board packets to help them fill out the new forms.

### B. Determine type of Audit

Director Seaborn and the Board discussed the different types of audits that are available. After discussion, it was decided to alternate between a full audit and a partial audit. There was a full audit done for FY 2021. Director Seaborn will request a partial audit for FY 2022.

### C. Book and Media Donation Policy

Director Seaborn and the Board reviewed and discussed the Book and Media Donation Policy as presented.

### D. Hot Spot Policy

Director Seaborn and the Board reviewed and discussed the Hot Spot Policy as presented.

### **XIII. BUSINESS REQUIRING ACTION**

#### A. Book and Media Donation Policy

Trustee Balagna moved to adopt the Book and Media Donation Policy as presented. Trustee Haroldson seconded. There was unanimous approval.

#### B. Hot Spot Policy

Trustee Lettow moved to adopt the Hot Spot Policy and Patron Agreement Form with changes as discussed. Trustee Martin seconded. There was unanimous approval.

### **XIV. CLOSED SESSION**

No Closed Session

### **XV. ADJOURNMENT**

President Martin adjourned meeting at 7:34 p.m.

Respectfully submitted,

Nicole Lettow, Secretary  
Jeanne Thomas, Recording Secretary