**FLORA PUBLIC LIBRARY BOARD MEETING**

**MONDAY, OCTOBER 9, 2023**

**CALL TO ORDER: President Maralee Johnson called the meeting to order at 7:00 p.m. on Monday, October 9, 2023**

**RECOGNITION OF VISITORS: None**

**PRESENT: Jon Akers, Karen Briscoe, Joe Gilliland, Maralee Johnson, Doug Mack, Rebecca Stocke, and Director Angela Garrett as well as Assistant Library Director, Tina McCormack. Absent: Robbin Dickey, Joe McCoy, Kari Warren**

**CORRESPONDENCE: None**

**APPROVAL OF MINUTES: A motion was made by Joe Gilliland to accept the minutes as presented. The motion was seconded by Doug Mack. The motion passed unanimously.**

**TREASURER’S REPORT:**

 **-Review of financial reports and bank statements.**

 **A motion to accept the treasurer’s report, as presented, was made by Jon Akers and seconded by Rebecca Stocke. The motion passed unanimously.**

**LIBRARY DIRECTOR’S REPORT:** Wednesday will be Mollie McNelly’s last day. She has done an excellent job and we will miss her. Taylor Douglas resumed her volunteer hours last month. She works from 4 to 8 on Tuesday nights. The only shift that doesn’t have 3 people working is Friday mornings, so Melanie D. is coming in until another person is hired. We still intend to hire another part time employee, once Melanie P. gets settled in.

Chad turned the fire alarms back on. The bad one made some noise for a couple of days; but has been quite since. He took the alarm from the workroom to try to find a replacement. Chad said the city is looking for bids to redo our fire alarms and have them connected to someone outside the building.

Our library will be participating in this year’s Library Crawl. This event takes place over the entire month of October to encourage patrons to visit other libraries in the system and check out what they have to offer. Participants will be given a passport to have stamped at each library they visit. Those that visit 5 libraries other than ours will be put in a drawing for a gift card.

The Feed the Furry pet supply drive began on September 25 and will run to October 27. The Fair Lady will be doing another fundraiser for us on Oct. 20 – 10 to 6.

We are beginning to plan for a pajama party for Family Reading Night in November and our children’s Christmas program in December. Robin Brooks has agreed to read stories at both programs. We are also looking for others to read at the pajama party. We have not been able to find a Santa Claus. Does anyone have a suggestion? Do we want to do Santa yet?

In September, Headstart and the Flora Elementary School invited the library to

set up a table at their Parent Resource Fairs. We attended both and they did well. This month the Health Department is having a similar event at Charley Brown Park. The events involve handing out candy and promotional items and information about the library and what we do. Trick or Treat is on a night this year that we can participate once again.

The staff have had problems with a group of 3 junior high aged juveniles. We have had to ask them to leave 3 times for playing chase in the stacks, knocking books off of shelves deliberately, loud noises and very foul language. On September 22, we had the police in to talk to them twice. The first time they came the kids had left, the second time the officer had a talk with them. So far, they have not been back.

Tina and I attended a Zoom meeting of the e-Resource sharing committee and saw a demonstration of the new Aspen software that SHARE is adding to our PAC software. We think the patrons are going to love it. It will also give the library another platform to advertise library programs. They also told us that the Hoopla app was working on scoping that might make it more usable for us. It also looks like our SHARE fees will be increasing.

We are coming to the close of the six-month marketing contract with Imagine This! They have done a fantastic job of pushing the word out about our programs, etc. Our Facebook, website and Instagram numbers have gone up because of them.

We have had problems with another group of kids with their mother, who said her name is Brianna Burgess. In the last month they have been here 3 or 4 times and caused a disruption every time. They were here last Thursday and we had to tell them to be quiet several times. The last time we told them they had to quiet down or they would be asked to leave. She said they would leave. She called Mr. Stanford at City Hall and complained. It seems she was having a scheduled state visit with her children. He came over and asked me about it and I explained the situation and what we knew about the family. He didn’t seem upset with us about the incident.

The Friends fall book sale was last Saturday. The unofficial count was slightly over $600

The city notified me and left a letter for Melanie Dailey that she was being terminated from IMRF because she no longer works enough hours.

In looking at the staff page on the library’s website we noticed that it had not been updated since Donna’s retirement. Imagine This! did change part of it; but Tina and I would like permission to change one of the staff titles. We would like to make Deirdre Library Clerk I, Melanie D. would still be Clerk II, Melanie P. would be added as the Library Technician.

I discovered the original copy of Flora 1939 in the storage room. It is badly deteriorated and is giving off noxious fumes. I think it needs to be disposed of.

Matt Pyatt sends his apologies but he cannot come to this board meeting but will try to come next month. He is sending over paperwork to explain out options for the 2 accounts that need attention.

Christmas tree?

Ask about food and toys in meeting room for family visits

**COMMITTEE REPORTS: None**

**PAYMENT OF BILLS: A motion was made by Joe Gilliland and seconded by Karen Briscoe to approve payment of the bills. The motion passed unanimously.**

**UNFINISHED BUSINESS: None**

 **NEW BUSINESS:**

* **The presentation by Matt Pyatt, with Edward Jones, to discuss investments was**

**postponed until the November meeting.**

* **Chapters 12-13 of Serving Our Public 4.0 Standards for Illinois Public Libraries were presented. The chapters were reviewed and discussed by attending board members.**
* **The first reading of the Marketing Plan was completed. It was prepared**

 **and presented by Assistant Director Tina McCormack.**

* **A motion to declare the following items as surplus was made by Joe Gilliland and seconded by Rebecca Stocke. The motion also included purchasing a 5-6 hook coat rack for staff. The motion passed. The items declared surplus were: 2 metal typing tables, 2-3 computer tables, 1 word processor/typewriter, 1 wooden office desk, 1 statue, 1 large paper cutter, 1 small paper cutter, 2 office chairs, and 12 folding metal chairs.**
* **The Flora Public Library Anti-Censorship Proposed Policy was presented for review and discussion.**

**EXECUTIVE SESSION (when needed): The Board members went into Executive Session to discuss 2023 Christmas bonuses. The decision was made to present the staff members bonuses in the following amounts: Angela Garrett $500, Tina McCormack $450, Deidre Klein $175, Melanie Dailey $100, and Melanie P $75. If another part-time employee is hired before the end of the year, awarding said employee a bonus will be revisited by the Board. Doug Mack made the motion to award the bonuses in the above mentioned amounts with Rebecca Stocke seconding the motion. The motion passed unanimously.**

**UPCOMING MEETINGS /EVENTS: Owl Program and Family Reading Night events will be held in November. More information will follow.**

**OPEN: None**

**ADJOURNMENT: The meeting concluded at 8:27 p.m.**

**Submitted by: Karen Briscoe 10-09-23**