**FLORA PUBLIC LIBRARY BOARD MEETING**

**MONDAY, DECEMBER 11 , 2023**

**CALL TO ORDER: President Maralee Johnson called the meeting to order at 7:00 p.m. on Monday, December 11, 2023.**

**RECOGNITION OF VISITORS: None**

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

**CORRESPONDENCE: None**

**APPROVAL OF MINUTES: A motion was made by Rebecca Stocke to accept the minutes as presented. The motion was seconded by Jon Akers. 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 Doug Mack and seconded by Karen Briscoe. The motion passed unanimously.**

**LIBRARY DIRECTOR’S REPORT:** Our pajama party was a success even if the attendance was low. The 7 children that attended somehow made it seem we had 20 in the room. Robin Brooks did

a spectacular job as always.

We have received a $1000 from the Friends to spend on books.

Darla Simmons has volunteered to help patrons with genealogy requests and with the digitization project.

We had started cleaning out and reorganizing the storage room and meeting room closet in September. That job is mostly completed. I ordered several archival boxes for the old framed photographs and more storage boxes to put various local history items. The plan is to start digitizing the items as we have time. Some items that have no intrinsic local historical value, are duplicates, or are too severely deteriorated (and whose deterioration will spread to other items) will be discarded after they are scanned. This will make room for more important items that we collect in the future and keep down the expense for archival quality storage. Since we have digitized the Harstans and have a complete archival set that the public can’t access, I plan to move the older Harstans to the reference section in the main library where the public came look at them.

Mark Glenshaw presented his owl program on Nov 18. We had 10 adults attend, 2 of which came from a distance to attend. I thought it was a good turn out considering it was the first weekend of deer hunting and the weekend before Thanksgiving.

Chad came over to discuss changing out all the ceiling light fixtures to LEDs. The city needs to have the project finished by the end of the year. Workers will be coming in to work in the mornings when we are closed. He also said that the new sign is in a city storage facility. The city is planning to go out for bids to have them installed in the spring, whether they have received the grant funds or not. He also said that he had tried to adjust our water fountain and could not – mechanism is too old. He is going to have the wall around the water fountain re-painted and a clear backsplash put in behind to protect the wall. We also discussed again the changing out the fixtures in the bathroom and hanging the new coat rack and parabolic mirrors.

We have had connectivity problems with Polaris and Wabash for a week after Thanksgiving. The internet and phone system were down. We called Wabash and they tried a couple of things to fix the problem. When that didn’t work they contacted Mike at Lazarware and he did a couple of diagnostics and decided it was their firewall that was defective. Mike put in a new unit on Thursday, November 30 and all is well.

Melanie and I have been discussing the possibility of doing an adult craft class at the library. We are still working on details and will make a fuller report as our plans develop.

Dr. Chung has offered to conduct a monthly or bi-monthly exercise, health and wellness class for seniors next year. I am working up a flier and will run it by him the next time he is in.

We received another check from the city for $31,987.93 on December 1.

When the minutes from last months meeting are approved, I will take a copy to the FSB and get the overdraft protection process started. I believe the officers will have to sign a paper at the bank.

Friday morning, Jeff Gocey did the winter maintenance and checkup of the HVAC system. The southwest unit (over the adult section) has a bad heat exchanger and has tripped 2 safeties. It needs replacing and he is looking at quotes for us. The cost is estimated at $3-4 thousand.

I expect to have the Per Capita grant finished before the end of the holidays or soon after. There is a portion this year where we have to state that we have a anti-censorship policy in place.

Don’t forget to visit the gingerbread display and vote. The will arrive tomorrow and will be on display until the end of the year.

**COMMITTEE REPORTS: None**

**PAYMENT OF BILLS: A motion was made by Rebecca Stocke, and seconded by Doug Mack, to approve payment of the bills. The motion passed unanimously.**

**UNFINISHED BUSINESS: None**

 **NEW BUSINESS:**

* **FY2024- 2025 Budget (tentative) was reviewed and discussed. After discussion was complete, it was noted that no action was required at this time.**
* **The listing of the Closing Dates for 2024 was presented. Kari Warren made a motion to accept the dates as presented. Rebecca Stocke seconded the motion. The motion carried.**
* **Revising the Laptop/Hot Spot Policy (with additions and deletions highlighted) was presented, reviewed, and discussed for the final reading. Following the discussion, Doug Mack made the motion to accept said policy as presented and reviewed. Jon Akers seconded this motion. The motion passed unanimously.**

* **The final reading of the Marketing Plan was completed. A motion was made by Karen Briscoe to accept the Marketing Plan as presented and discussed. This motion was seconded by Kari Warren. The motion passed.**
* **The final reading of the Censorship Policy was completed. Jon Akers placed a motion on the floor to accept the Censorship policy as presented. Doug Mack seconded the motion. The motion carried.**
* **The Illinois Mandatory Paid Leave Law (PLAW Act) was presented and discussed at length. After the discussion, Jon Akers made the motion to accept the Illinois Mandatory Paid Leave Law (PLAW Act) on an accrual basis for the part time employees. This motion was seconded by Karen Briscoe. The motion carried unanimously.**
* **Other New Business: None**

**EXECUTIVE SESSION (when needed): None**

**UPCOMING MEETINGS /EVENTS: None**

**OPEN: None**

**ADJOURNMENT: The meeting concluded at 8:00 p.m.**

**Submitted by: Karen Briscoe 12-12-23**