

**Catlin Public Library District  
Regular Board Meeting  
20 October 2021**

The regular board meeting of the Catlin Public Library District was called to order at 7:10 p.m. Board members present were Cathy Brogan, Crystal Carter, Sue Colwell, Daylon Fugate, Judith Puzey, Emily Rancuret, Brenda Stultz and Library Director Kathleen Bennett. Meeting was called to order by roll call vote.

**Approval of Agenda**

A motion was made by Brenda Stultz and seconded by Crystal Carter to approve the agenda. Motion carried 7- 0 by voice vote.

**Presentation of Annual Financial Report (AFR)**

Kerry Barrett from Kerry Barrett CPA, PC, went through the AFR with the board. Discussion was also held regarding having Mr. Barrett prepare the Receipts and Disbursements Publication Report, which Mr. Barrett indicated would be no more than \$150.00.

**Approval of the AFR**

A motion was made by Judith Puzey and seconded by Emily Rancuret to approve the Annual financial report. Motion carried unanimously by roll call vote.

**Approval of Consent Agenda**

A motion was made by Judith Puzey and seconded by Daylon Fugate to approve the minutes for the September regular Board meeting, Financial reports and Statistics, and invoices for October. Motion carried unanimously by roll call vote.

**Calendar of Events**

Paula has volunteered to represent the Library at the Trunk or Treat at the Catlin Church of Christ this year on October 30<sup>th</sup> from 4:30 to 6:30.

Catlin Christmas Light Parade: The Village has asked the Library to participate in the Light Parade this year by sponsoring the Star Trek float on November 28<sup>th</sup> at 6:00 p.m. We will be handing out activity sheets.

**Librarian's Report**

Making Connections Grant approval update: \$12,000 of the grant will be used to purchase the new computers and add a new firewall. Other monies from the \$14,783.00 grant will be used to buy an air purifier with 4 sets of filters, plexiglass shields for patron computers, ceiling fans and a shade sail for the shade structure.

Email Change: The library will be changing its email to another carrier.

Shade Structure: The company has indicated to Kathleen that the structure may be delivered by November.

Library App: the library is checking out a new app for our library, which will need to be customized for our library. Promotion for the new App will begin on October 25<sup>th</sup>.

### **Checkout statistics**

#### **September 2021**

Adult	748
Juvenile	276
Total	1024

#### **Interlibrary Loan**

Borrowing from	380
Loan to	376
Interlibrary Loan Total	756

Reciprocal Borrowing	48
Hoopla circulations	35
Computer Use	47
Attendance	543
Programs	4

### **New Business**

Resignation: The Board regretfully accepted Daylon Fugate's resignation, effective November 1<sup>st</sup>, 2021. The motion to accept was made by Crystal Carter and seconded by Emily Rancuret. Motion passed by voice vote.

Per Capita Grant requirement: Chapters 11 – 13 of "Serving our public 4.0 summary and action steps" of Standards for Illinois Public Libraries 4.0 were reviewed.

Holiday Bonus for Staff: Discussion was held and a motion was made by Crystal Carter and seconded by Emily Rancuret to give each staff member \$125.00 holiday bonus. Motion carried 7-0 by roll call vote.

### **Adjournment**

There being no further business, Emily Rancuret motioned, and Crystal Carter seconded to adjourn the meeting. Motion carried by voice vote. The meeting concluded at 8:02 pm.

**The next regular monthly board meeting will be on Wednesday, November 17<sup>th</sup>, 2021, at 7:00 pm here at the Catlin Public Library.**

Respectfully submitted by Sue E. Colwell