

Minutes from the Regular Meeting
Prairie Skies Public Library District
Ashland Location
April 12, 2022

The regular board meeting was called to order at 6:00 pm by Jan Davis.

Attendance:

Trustees Present: Jan Davis, Rachel Kocis, Diane Hatcher, Jennifer Petefish, Robert Butcher

Trustees Absent: Meghan Miller, Jonathon Klepzig,

Staff Present: Cindy Boehlke, Director; Kelly Greene, Board Clerk; Deb Gruen, Librarian

Visitors: None

We were given notice that Megan Miller has resigned from the Board as a Trustee.

Regular Agenda Items: The agenda was approved on a motion by Petefish, seconded by Hatcher.

Approve Previous Minutes: Minutes from the regular meeting held March 8, 2022 were presented and approved as presented by Hatcher and seconded by Kocis.

Financial Report:

Prepared and presented by Kelly Greene for March 2022.

Submit Bills:

Bills submitted for tonight were submitted totaling \$15,078.30. Motion to pay bills by Petefish with a second by Butcher.

Ayes: Davis, Kocis, Hatcher, Petefish, Butcher Nay: 0 Absent: Klepzig

Administrators Report: Boehlke presented the report of Library Statistics for the prior month. Boehlke provided her report of activities at the branches, upcoming events, and staff attendance at workshops in her absence.

- Social Media usage is up with 88% increase on Facebook. Two hot spots were obtained from TechSoup for checkout by patrons.
- Community Care Kit donations are going well. We have two volunteers that plan to advise us on the contents of the kits. One more email blast for donations will be sent out later this month.
- Cindy completed the FOIA/OMA training.
- EBay payouts have started to be received for out of circulation books placed on the site.
- Cindy investigated the requirements for publishing notices in the paper for ordinances. If we have a newspaper that serves our district, we are required to publish the notices. At the current time we use the Cass-Star Gazette, but we review other options with possibly lower publishing rates.
- Programming is still going well, with tabletop gaming going well enough that we may need to assign an additional staff member for assistance. Story Time will move outside as the weather allows. Other recent programs were well attended that included bee-keeping and Irish music. Library Bingo had great participation, with 22 in Ashland and 19 in Pleasant Plains.
- The Story Walk in Plains has been put in place. Upcoming programming will be “The Journey to Mollie’s War”, gardening day with U of I Extension and a program regarding prairie landscaping.

- Masonry repairs were completed in Ashland, and the flagpole in Ashland is in the process of being repaired with new parts.

Committee Reports:

Finance Committee to meet April 21, 2022 to begin work on FY2023 Budget.

Friends of the Library

The Friends will hold a book sale April 16th.

Old Business

- Statement of Economic Interest forms are still needed from Butcher and Miller. Cindy will get them the forms to be completed.
- A request for TIF funds is being made to the Village of Ashland for various repairs that are needed in the Ashland location. Quotes are being prepared for the various repairs and they will be submitted to the TIF committee for review and approval. Once approved, repairs will be completed per the bids received. Submission to the TIF committee for review was approved on a motion by Hatcher with a second by Butcher. We will wait to see what funding we may receive to determine projects that we may do on our own in this fiscal year or possibly in the next fiscal year.
- A discussion was held regarding adding handicap accessible door to the interior door at the Pleasant Plains location. We received a quote from Savage Doorways, Inc. Cindy will review options for possible grants to assist with the cost.
- StoryWalk signs are being shipped soon and will be installed in the park with the assistance of Village employees as weather allows.
- Two Hot Spots have been obtained from TechSoup for availability patrons. A FCC Emergency Connectivity Fund Program will assist with usage charges and may also assist with additional hotspots or other technology equipment.
- The New York Times Database renewal is coming up and will increase \$104.00, with the total of \$2194.40 for the next year. A report of patron usage was reviewed for the last nine months. A motion for renewal was made by Butcher to renew for the next year. The motion made died for the lack of a second. The renewal was not approved.

New Business

- A discussion was held regarding getting staff shirts. Bids were obtained from 4Imprint, Land's End and Discount Mugs. A request was made to purchase the shirts from a local vendor. This will be more fully investigated.
- Some shelving in the basement at the Ashland location that is not being used and does not fit the current configuration of shelving. A motion by Hatcher to sell the shelving for \$150 with a second by Butcher.
- A motion was made by Kocis, and seconded by Butcher to purchase Magazine Boxes from North Library in the amount of \$545 and to reimburse mileage costs to Cindy Boehlke for her trip to pick them up.

Executive Session

None

Committee Meetings to Meet

Finance Committee – April 21, 6:30pm – Pleasant Plains

On a motion by Butcher and a second by Hatcher, the meeting was adjourned at 7:26pm.

The next meeting will be held May 10, 2022 at 6:00pm, in Pleasant Plains.

Respectfully submitted,

Kelly S. Greene
Board Clerk