

Bement Public Library District Board Meeting
November 19, 2024

Board President Mary Postlewait called the meeting to order at 5:30 pm and led the Pledge of Allegiance to the Flag. Director Donna Techau and Board Trustees Bill Gallagher, Jill Lawson, Gail Wright, and Kenneth Wright were present. Trustees Connie Kinsella and Jerry Watzlawick were absent.

Bill Gallagher made a motion to approve the consent agenda as presented. Gail Wright seconded the motion, and all trustees present voted aye.

In old business, Director Techau reviewed the status of tabled items: wildflower garden; audit of library card holders; and welcome packet creation. These will proceed when the weather is warmer and remodel of desk/shelving is completed. She noted that Streamline was successfully implemented on 11/07/2024 and updates are simple and quick. She is working on the Per Capita report and grant for the coming year and encourages all board members to continue reviewing the standards. She reminded board members to complete their OMA and Anti-harassment training, and noted that Jerry Watzlawick is the current FOIA officer. Director Techau is trained as well.

The board took the last month to review the bylaws. Gail Wright made the motion to leave the bylaws as previously approved. Kenneth Wright seconded the motion, and all trustees present voted aye.

In new business, Director Techau explained that I.H.L.S. 's cataloging system, Polaris, will require the Windows11 operating system as of January 1, 2025. Of the seven computers in the library, all but two can be upgraded via a simple software upgrade. Those two will require replacement. Rob Lyons and Bruce Nessel will perform the software upgrades over Thanksgiving. The two replacement computers have been ordered. Kenneth Wright made the motion to retroactively approve the purchase of the two computers. Bill Gallagher seconded the motion and it was unanimously approved by roll call vote.

Director Techau reminded the board of the preapproved holiday party plans and requested approval for gift cards to be given to the staff as has been done in previous years, with the addition of a smaller gift to be made to the janitor as well. Bill Gallagher made the motion to approve the gift cards for staff and janitor. Gail Wright seconded the motion and it was unanimously approved by roll call vote.

Director Techau reviewed the previous wage increases planned for January 1, 2025, which includes the state mandated minimum wage increase to \$15 per hour. In addition to the pre approved wage increase, she requested a merit increase for one staff member who is performing managerial duties as needed. Bill Gallagher made the motion to approve the merit

increase. Kenneth Wright seconded the motion and it was unanimously approved by roll call vote.

Director Techau reviewed the new Public Records Request/FOIA policy with the board. This will be placed in the policies of the Library, as well as publicly displayed on the website. Gail Wright made the motion to approve the policy as written. Kenneth Wright seconded the motion. Motion carried.

Director Techau reviewed the schedule for the arrival and installation of the new circulation desk and shelving (December 5th). Stocks of Champaign, IL will be installing these. Reviewed the estimate by the electrician for the wiring of the new circulation desk. Bill Gallagher made the motion to approve the electrician's estimate. Kenneth Wright seconded the motion and it was unanimously approved by roll call vote. On December 6th, the electrician will come and complete the wiring for the new circulation desk.

With no further business, Bill Gallagher made a motion to adjourn the meeting. Kenneth Wright seconded the motion, and all trustees voted aye. Meeting adjourned at 5:56 pm.

The next board meeting will be December 17, 2024, at 5:30 pm at the library.

Jill Lawson, Acting Secretary