

MINUTES OF THE SPARTA PUBLIC LIBRARY BOARD OF TRUSTEES

Monday, February 6, 2023

The Monday, February 6, 2023, meeting of the Sparta Public Library Board of Trustees was called to order by President, Richard Cavalier, in the meeting room at 6:00 p.m.

Members Present:

Don Adams	Amy Kloos
Peggy Petkas	Susan Polino
Anne Bourner	Richard Cavalier
Bob Taylor	
Steven Gerlach	Randy Bertetto

Others Present: Susan Colbert, Library Director

Minutes: The minutes of the January 9, 2023, meeting were read and reviewed. Corrections were noted. Peg Petkas made a motion to accept the corrected minutes. The motion was seconded. The motion passed unanimously.

Correspondence: none

Treasurer's Report - Anne Bourner

The treasurer's report for the month of January 2023 was reviewed by the Board. It was moved by Peg Petkas and seconded to accept the report. The motion carried unanimously.

The bills for December 2022 and January 2023 were presented and reviewed by the Board. It was moved by Bob Taylor and seconded that these bills be paid. The motion carried unanimously.

Librarian's Report - Susan Colbert

1. Susan Colbert reported on a successful in service day that was held on January 23.
2. Several reports were submitted this month. Included were the following:
 - Live & Learn Mini Construction Grant Application
 - Project Next Generation Quarterly Report
 - Interlibrary Loan & Reciprocal Borrowing Survey
 - Annual Certification
3. A representative from the Illinois Treasurer's Office will be at the library on March 15, 2023. This will give citizens a chance to check if they have any unclaimed property.
4. There is a need to hire another staff member. One of the library staff is no longer able to continue with her employment. A note indicating this has been placed on the outside library billboard and on Facebook.
5. A decision needs to be made on whether to close the library on snow days as there are seldom any patrons and the parking lot hill can be icy.

A motion was made by Susan Polino to close the library on days when the school is closed because of snow/ice. The motion was seconded, a vote was taken. The motion passed unanimously.

A motion was made by Ann Bournier to accept the librarian's report. The motion was seconded and passed unanimously.

Old Business:

Susan Colbert contacted The Illinois Heartland Library, local records representative, to inquire about the minutes of past and future minutes of library closed sessions. The following was noted:

- Audio records are to be reviewed once a year and do not have to be kept after that.
- Names cannot be redacted. They must be kept on paper copy, not audio. These must be kept in a safe.
- Closed sessions only need to meet every 6 months unless a situation arises earlier.
- A vote is not needed to go into closed session.

Peg Petkas made a motion to delete all audio from closed sessions after a review of last year's sessions. The motion was seconded, a vote was taken. The motion passed unanimously.

The open phone box on the outside of the building will be checked into by Frontier/Clear Wave.

New Business:

"Glitter in the Night" plans are progressing. Next meeting will be on February 21.

Bob Taylor made a motion to adjourn the meeting. The motion was seconded and passed unanimously.

Respectfully submitted,
Susan Polino
Library Board Secretary