

MINUTES OF THE SPARTA PUBLIC LIBRARY BOARD OF TRUSTEES

Monday, November 6, 2023

The November 6, 2023 meeting of the Sparta Public Library Board of Trustees was called to order in the meeting room at 6:04 p.m. by Vice-President, Peggy Petkas.

Members Present:

Don Adams

Anne Bourner

Randy Bertetto

Susan Polino

Kyle Daniels

Peggy Petkas

Amy Kloos

Absent:

Richard Cavalier

Bob Taylor

Others Present:

Susan Colbert, Library Director

Minutes:

The minutes of the October 2, 2023 meeting were reviewed. A motion was made by Randy Bertetto and seconded to accept the corrected minutes. The motion carried unanimously.

Correspondence: None Treasurer's Report -

The treasurer's reports for the month of October 2023 were reviewed by the Board. A motion was made by Amy Kloos and seconded to accept the treasurer's reports. A motion was made by Kyle Daniels and seconded to pay outstanding bills including a bill for Lazerware not noted on the report. Both motions passed unanimously.

Librarian's Report - Susan Colbert

- A. Live & Learn Mini-Construction grant 1 st quarter report was submitted.
- B. The automatic door operators have been installed on the inside doors. We are waiting for a part for the outer doors where the "mother board" was defective.
- C. The carpenter that was going to cut and install the window in the children's area is unable to do the job. There was a discussion and suggestions for contractors to be contacted that might be available to cut the window opening.
- D. All but 4 lights have been replaced in the library.
- E. Project Next Generation 1 st quarter report was submitted October 4.
- F. A new photocopier was installed.
- G. A Mobile Memory Lab from IHLS will be here on November 15. A flyer is attached to these notes.
- H. Linda Wiley is a new staff member
- I. A reminder of Susan's upcoming surgery on December 19. She is expected to be off for approximately four weeks.

A motion was made by Anne Bourner and seconded to accept the librarian's report. The motion was voted on and passed unanimously.

Old Business: None

New Business:

A. There was a salary raise of 50 cents/hour beginning on November 1, 2023. A motion was made by Randy Bertetto to accept this raise for library staff in alignment with the city of Sparta employees.

B. Kyle Daniels made a motion to close the library for a staff 'in-service' day on January 29, 2024. A vote was taken and the motion passed unanimously.

C. Randy Bertetto made a motion to pay for the staff Christmas dinner at a place of their choosing. The funds will be used from the general fund. A vote was taken and the motion passed unanimously.

D. A review of the Public 4.0 Standards for Illinois Public Libraries will ensue following this Board meeting.

A motion was made by Amy Kloos to adjourn the meeting at 7:04. A vote was taken and the motion passed unanimously.

Respectfully submitted,

Susan Polino
Sparta Library Board Secretary