

MINUTES OF THE SPARTA PUBLIC LIBRARY BOARD OF TRUSTEES

Monday, November 4, 2024

The November 4, 2024 meeting of the Sparta Public Library Board of Trustees was called to order in the meeting room at 6:10 p.m. by President, Peggy Petkas.

Members Present:

Peggy Petkas	Randy Bertetto	Don Adams
Anne Bournier	Bob Taylor	Kyle Daniels
Andrea Schulein		

Also Present:

Susan Colbert, Library Director

Absent:

Susan Polino Amy Kloos

Minutes:

The minutes of the October 7, 2024 meeting were reviewed. A motion was made by Randy Bertetto and seconded by Bob Taylor to accept the minutes. The motion carried unanimously.

Correspondence:

None

Treasurer's Report:

The treasurer's reports were reviewed by the Board. Discussion was made on the solar and increased power bills for the library. Susan will reach out to City employees to discuss further. A motion was made by Don Adams and seconded by Randy Bertetto to accept the treasurer's report as stated. The motion carried unanimously.

November bills were presented including an additional bill for \$120 for Education Station; a home school resource for K-4 linked on our website. Kyle Daniels made a motion, seconded by Randy Bertetto, to pay the bills presented including the additional bill. The motion carried unanimously.

Librarian's Report - Susan Colbert:

- A. Donation – Susan received a donation while on vacation. A thank you note was sent.
- B. Quarterly & Final Reports
 - a. Project Next Generation grant quarterly reports was submitted on Oct 14
 - b. Technology Grant quarterly report was submitted on October 14.
 - c. Live and Learn Mini-Construction Grant final report was submitted on Oct 15
- C. Thank You's:
 - a. To Board Members, Bob Taylor and Randy Bertetto for hanging Anna Brown's portrait and plaques in the hallway outside the meeting room.
 - b. To Board Member, Kyle Daniels for moving Book Sale Boxes.

- c. To Scott Linders for moving the Sparta News-Plaindealer binders and cleaning the storage room.
- D. Library Crawl visitors. We had 73 visitors stop by through the Library Crawl during the month of Oct. This is an event to encourage library users from Southern Illinois to visit and experience other libraries in our area. We received many compliments about the library.
- E. Open House report -
 - a. We had a nice turn out at the open house including visitors Ellen Popit, Associate Director of IHLS, Randolph County board officials David Holder and Melanie Johnson, City board member Alan Young, 6 board members, 6 staff members and Susan. Thank you to all the community members and families who joined us in celebrating our beautiful library. Pictures were added to the library website.
 - b. Cookies, popcorn and water were served and enjoyed.
 - c. The Lego Wall was a hit, even with the adults.
 - d. Peggy thanked Susan and her staff for making the open house a great success.
 - e. Susan thanked her staff and the board for the group effort in making it a success.
- F. Outdoor Bench – further discussion was had on the new outdoor bench. Peggy and Anne are working on contact information for the company that Westminster Church used for their benches.
- G. December Board Meeting. The board discussed the date of the December board meeting. Due to conflicts, discussion was had on changing the date to Tuesday, December 3, 2024 at 6pm. A motion was made by Anne Bourner and seconded by Kyle Daniels to move the December board meeting and Christmas party to Tuesday December 3, 2024 at 6pm. The motion carried unanimously.
- H. Board Christmas party – the Christmas gathering will be held on Tuesday December 3, 2024 after the December Board Meeting concludes.
- I. Upcoming Events were presented for the month of November. Note Library Closures on Nov 11 and 28-30.

A motion was made by Randy Bertetto and seconded by Anne Bourner to accept the librarian's report. The motion carried unanimously.

Old Business:

- A. Review of Serving Our Public 4.0: Standards for Illinois Public Libraries – The board members present and Susan were able to discuss all the chapters of the standards. Susan will work on her report that is due by January 15, 2025. A motion was made by Randy Bertetto and seconded by Anne Bourner to conclude our discussion on the Standards report for 2024. The motion carried unanimously.

New Business:

- A. Staff Raises – Staff raises were discussed. At this time, we are still waiting for further clarification from the city regarding the raises. Kyle Daniels made a motion to table the discussion on staff raises until we receive final numbers from City manager. Anne Bourner seconded the motion. The motion carried unanimously.

- B. Librarian's Christmas Dinner – Anne Bournier made a motion that the board pay for a Christmas Dinner for the librarians at the location and date of their choosing. Bob Taylor seconded the motion, and the motion carried unanimously.
- C. Early Closure for New Years Eve – A motion was made by Bob Taylor and seconded by Kyle Daniels that Susan Colbert and the staff have discretion to close early on Tuesday, December 31, 2024 based on library traffic flow. The motion carried unanimously.
- D. Staff In-Service Day – January 27, 2025 – Susan Colbert explained to the board that they would like to have a staff in-service day to possibly visit other local libraries and discuss ideas and possible improvements for our library. A motion was made by Anne Bournier and seconded by Randy Bertetto to approve an in-service day for the staff on January 27, 2025. The motion carried unanimously.
- E. New Phone System Quote – Susan Colbert presented a quote from SnapCom, a referral from Lazerware, for a new phone system for the library. She explained that the meeting planned with CTS of Sparta for a quote had to be rescheduled until after our board meeting. Andrea Schulein made a motion to table further discussion on the phone system quote until after we can review the quote from CTS also. Anne Bournier seconded the motion and the motion carried unanimously.
- F. Wiring Quote – a wiring quote from Joey McDonald of PhoneMACs was provided for some wiring needs in the Children's area and to fix wiring under the 6 workstation area. A discussion was had on having CTS also review the work needed and to provide a quote. Susan will follow up with them on this topic. A motion was made by Kyle Daniels and seconded by Andrea Schulein to table the wiring quote pending review of additional quotes. The motion carried unanimously.

Public Comments:

None

Adjournment

A motion was made by Randy Bertetto and seconded by Don Adams to adjourn the meeting at 7:33 pm. The motion carried unanimously.

Respectfully submitted,
Andrea Schulein