JERSEYVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, APRIL 18, 2023, AT 6:30 p.m.
Meeting room at 105 North Liberty Street

MINUTES

Board President Josh Hileman called to order a regular meeting of the Jerseyville Public Library Board of Trustees at 6:30 p.m. Others present: Marcia Adams, Helen Gubser, Michelle Hopper, Steve LeBlanc, Judy Pruitt, Kevin Weber, Laura Woodring. Matt Derrick and Jerry Schleper were absent.

NO PUBLIC COMMENT

Secretary H. Gubser administered the Trustee Oath of Office to Kevin Weber.

On motion by M. Adams, 2nd by L. Woodring, the agenda was approved. Motion carried unanimously.

On motion by M. Hopper, 2nd by M. Adams, the consent agenda including minutes of the March 21, 2023 regular meeting, the April 5 Finance Committee meeting, the April 12 Materials, Bylaws, and Policy Committee meeting, and the Treasurer’s report for March 2023 was approved. Motion carried unanimously.

The following Treasurer’s Report was presented by J. Pruitt:

TREASURER’S REPORT
FOR MARCH 2023

BUDGET ACCOUNT
$283,422.46 Reported Balance February 28, 2023
  1,273.05 Interest
    3,923.73 Non-Resident Fees
      712.00 Non-Resident Fees Epay
    430.27 Fines
    132.68 Fines-Epay
    425.02 Copies
      19.45 Copies-Epay
    20.00 Meeting Room Fees
    40.00 Meeting Room Fees-Epay
    73.97 Lost Items
    71.50 Fax
    41.00 Fax-Epay
    45.00 Program Fees
    26.15 Book/Magazine Sales-Epay
  30,050.62 Miscellaneous
    .51 Miscellaneous-Epay
  320,706.90 Balance + MTD Income
    34,093.26 Less Expenses
$286,613.64 Balance March 31, 2023*

*194,059.24 Checking Account
  140.00 Cash on Hand
  18,397.45 Illinois Funds-Epay
  74,016.95 Illinois Funds-Working Cash

GIFTS AND MEMORIALS
$  510.03 Checking
The following check register was presented by J. Pruitt:

<table>
<thead>
<tr>
<th>Check #</th>
<th>Date</th>
<th>Payee</th>
<th>Cash Account</th>
<th>Amount</th>
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<tbody>
<tr>
<td>13023</td>
<td>4/13/23</td>
<td>Baker &amp; Taylor</td>
<td>1000</td>
<td>2,180.93</td>
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<td>13024</td>
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<td>Kenneth Conrado</td>
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<td>90.00</td>
</tr>
<tr>
<td>13028</td>
<td>4/13/23</td>
<td>Demco</td>
<td>1000</td>
<td>99.16</td>
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<td>13029</td>
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<td>13030</td>
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<td>Illinois American Water</td>
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<td>Rusty Ingram</td>
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<td>13045c</td>
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</table>

**Total** 32,772.60

**On motion by** K. Weber, 2nd by L. Woodring, the bills will be paid. Motion carried unanimously.

Librarian Pruitt reported on statistics, library staffing and training, collection management, programming, and upcoming events.

**Materials, Bylaws and Policy Committee**

Chairperson Gubser presented three changes and/or additions to policy.
On motion by S. LeBlanc, 2nd by L. Woodring, revisions to the Meeting Room policy were accepted with additional changes. Motion carried unanimously.

On motion by S. LeBlanc, 2nd by M. Adams, updates to the Bereavement Leave policy as per new Illinois law were accepted. Motion carried unanimously.

On motion by M. Hopper, 2nd by K. Weber, an addition of a Returned Checks policy to the Fines and Fees policy was accepted. Motion carried unanimously.

**Building and Grounds/Expansion Project Committee**

Steve LeBlanc presented an update on the expansion project and on upcoming building repairs and maintenance.

**Finance Committee**

The 2023/2024 salary schedule was presented and explained by Treasurer M. Hopper.

On motion by S. LeBlanc, 2nd by L. Woodring, the FY2023/24 salary schedule was adopted. Motion carried unanimously.

**Technology Committee**

Using a shared Google Drive as a repository for board documents was presented and explained.

**Friends of the Library**

No report.

**OLD BUSINESS**

None

**NEW BUSINESS**

The following schedule of meeting dates for 2023/24 was presented and accepted.

- June 20
- July 18
- August 15
- September 19
- October 17
- November 21
- December 19
- January 16
- February 20
- March 19
- April 16
- May 28 (annual meeting)

**NO PUBLIC COMMENT**

Meeting was adjourned at 7:39 p.m.

Helen Gubser, Secretary