

**MINUTES OF THE September 2024  
HPLD BOARD MEETING  
Presented October 2024**

Board members met on September 10, 2024 with Dennis Lawyer (President), Tami Koch (V-President), Michael Lamb (Treasurer), Amy Roehrig (Secretary), Lori Urban (Library Director), Kathy Clesson, and Kira Stevens were present. Lisa Shaffer was absent.

Called to order 6:30.

**CORRESPONDENCE | PUBLIC COMMENTS**

- No correspondence

**SECRETARY'S REPORT**

- A. Roehrig provided a report of the August 2024 meeting minutes, which were approved and filed for audit. T. Koch motioned; K. Clesson seconded. The motion passed unanimously.

**TREASURER'S REPORT**

- M. Lamb provided the treasurer's report for August 2024. K. Stevens moved to accept payables, account balances, and transactions as presented; there were no out-of-ordinary expenses. D. Lawyer seconded; the motion passed unanimously.
- M. Lamb noted the standard transfers had occurred—one notable transfer to the Special Reserve fund of \$22,310.00 from Unexpended FY23/24 funds. A. Roehrig moved to approve all fund transfers as presented. K. Clesson seconded; the motion passed unanimously.
- The pledge letter for collateral was received for July.
- The pledge letter for August has not been received as of this report.
- The Library received Property Tax Distribution 4. Expected future distributions in September and November.

**PRESIDENT'S REPORT**

- none

**TRUSTEE REPORTS**

- none

**LIBRARIAN'S REPORT**

- See attached.
- Highlights:
  - Registering residents for library cards at Market on Main.
  - Begun inventorying physical items in the collection.
  - L. Urban continued to be involved in a grant collaboration with McLean County and requested a letter of intent from the board to be involved.
- Per Capita Grant review of Chapter 13: Marketing, Promotion, and Collaboration
  - Checklist items reviewed and working on items as part of the Strategic Plan.

**OLD BUSINESS | ACTION ITEMS**

- T. Koch motioned to approve Levy Ordinance 24-2. M. Lamb seconded.
  - Roll Call vote was taken and unanimously approved:
    - D. Lawyer - Yes
    - T. Koch - Yes
    - M. Lamb - Yes

- A. Roehrig - Yes
- K. Clesson - Yes
- K. Stevens - Yes
- L. Shaffer - Absent

- Reviewed the Internet Access Policy
  - No changes were made to the Internet Access Policy
- K. Clesson motioned to approve updates to the Circulation Policy regarding cards for institutions and temporary visitors. T. Koch seconded. The motion passed unanimously.

#### **NEW BUSINESS | ACTION ITEMS**

- Review Freedom of Information Act Policy
- Review Establishing Meeting Dates Ordinance 24-3.
- Discussion of designing a logo for the library.

#### **MEETING ADJOURNED 6:51 p.m.**

The next meeting will be on October 8, at 6:30 p.m.

Amy Roehrig  
Secretary  
Heyworth Public Library District

- MINUTES approved on this date: 10/8/24
- MINUTES approved with amendments stapled to this copy on this date: \_\_\_\_\_