



## Library Board of Trustees Meeting Minutes

The Library Board of Trustees convened at 6:30 p.m., March 11, 2025.  
Vice-President Tami Koch called the meeting to order.

### Roll Call

Attendee	Title	Status
Dennis Lawyer	President	Absent
Tami Koch	Vice-President	Present
Amy Roehrig	Secretary	Present
Michael Lamb	Treasurer	Present
Kathleen Clesson	Trustee	Present
Lisa Shaffer	Trustee	Present
Kira Stevens	Trustee	Present

Staff present: Lori Urban, Director

### Correspondence, Communications, and Public Comments

The Heyworth Village Board sent an update on the local TIF districts, the next one will expire in 2027.

### Secretary's Report

Trustee L. Shaffer made a motion, seconded by Trustee T. Koch, to approve the minutes of the previous board meeting as presented. Motion carried (6-0).

### Treasurer's Report

Trustee K. Clesson made a motion, seconded by Trustee K. Stevens, to approve all account balances, payables, and transactions as presented. Motion carried (6-0).

Trustee T. Koch made a motion, seconded by Trustee L. Shaffer, to approve all transfers as presented. Motion carried (6-0).

Trustee Lamb also noted the following out-of-ordinary expenses: Abby Rosenberg for the Logo design; Illinois Library Association for programming conference; and Action Roofing for roof repair. M. Lamb noted that First State Bank let us know that we could get a higher interest rate on some of our accounts. The Board thought that a good time to

revisit would be when the new Board Trustees are sworn in because it requires change to signatures and account numbers.

#### President's Report

There were no comments by the President

#### Comments by Trustees

L. Shaffer noted that the Little Library was opened this past week.

#### Director's Report

See Attached Director's Report

#### Highlights:

- Director Urban shared that Board Trustees need to complete their Statements of Economic Interest and forward her the confirmation of completion.
- Digital Equity Grant letters of support are due March 12.
- Brought up the need to reupholster chairs, is this something that we want to do now or work it into the Capital Asset Plan.
- Per Capita Chapter 4 (Access) and Chapter 5 (Building Infrastructure and Maintenance). L. Urban noted that we are meeting the needs for items on the Access Checklist. There are some items in the Building Infrastructure and Maintenance that might work for our long term goals for our Capital Asset Plan.
  - K. Stevens noted a Property Condition assessment that would look at all points of building maintenance might be something to think about.

#### Old Business

##### Review Animals Policy

Director Urban briefly reviewed the proposed policy.

Trustee A. Roehrig made a motion, seconded by Trustee L. Shaffer, to approve the policy as presented. Motion carried (6-0).

##### Review Equal Employment Opportunity Policy

Trustee K. Stevens made a motion, seconded by Trustee T. Koch, to approve the policy as presented. Motion carried (6-0).

##### Review Non-Discrimination and Anti-Harassment Policy

Trustee M. Lamb made a motion, seconded by Trustee K. Clessen, to approve the policy as presented. Motion carried (6-0).

New Business

Material Selection and Collection Policy

Director Urban briefly reviewed the proposed revisions to the policy.

Adjournment

Vice President Tami Koch adjourned the meeting at 7:07 p.m.

Approved on 4/8/25