



Library Board of Trustees Meeting  
Community Room, Heyworth Public Library  
119 E Main Street, Heyworth, IL 61745  
Tuesday, July 8, 2025, 6:30 p.m.

### **Agenda**

1. Call to Order
2. Roll Call
3. Correspondence, Communications, and Public Comments
4. Secretary's Report
  - a. *Recommended action: Motion to approve minutes of previous board meeting as presented in the board packet.*
5. Treasurer's Report
  - a. Review Account Balances, Payables, and Transactions
    - i. *Recommended action: Motion to approve payables, account balances, and transactions as presented in the board packet.*
  - b. Review Transfers
    - i. *Recommended action: Motion to approve transfers as presented in the board packet.*
  - c. A portion of the Director's salary (as Safety Officer) and the Janitor's annual pay can be expensed from the Insurance Levy fund each year.
    - i. *Recommended action: Motion to move 10% of Director's salary and 10% of Janitor's annual pay from Insurance Fund to General Fund.*
      1. 10% of the Director's Salary and the Janitor's Salary to be moved would be \$6,013.04 and \$394.63, respectively, for a total of \$6,407.67.
  - d. Sign new signature cards and banking documents for First State Bank & Trust and CEFCU.
6. President's Report

- a. Appoint two Trustees to conduct the annual Secretary's Audit before the next Board meeting.
  - b. Designate FOIA (Freedom of Information Act) and OMA (Open Meetings Act) officers.
    - i. FOIA officer – Lisa Shaffer, Secretary, and Lori Urban, Director
    - ii. OMA officer – Lisa Shaffer, Secretary
7. Reports from Trustees
8. Director's Report
- a. Circulation and Statistics of Library Usage
  - b. Gifts and Memorials
  - c. Other Items of Interest
  - d. Per Capita Review
9. Old Business
- a. Review Tentative Budget and Appropriations Ordinance 25-1
    - i. B & A Hearing – August 12, 2025
  - b. Review Ethics Ordinance 15-10
    - i. *Recommended action: State in the minutes that the ordinance was reviewed and no further action is needed.*
  - c. Review Special Reserve Ordinance 11-1
    - i. *Recommended action: State in the minutes that the ordinance was reviewed and no further action is needed.*
  - d. Review Special Reserve Plan Ordinance 13-2
    - i. *Recommended action: State in the minutes that the ordinance was reviewed and no further action is needed.*
  - e. Consider updates to Paychecks section of Employee Handbook
    - i. *Recommended action: Motion to change paydays for part-time employees to the 15<sup>th</sup> and the last day of the month or the preceding business day.*
    - ii. *Recommended action: Motion to pay part-time employees two weeks in arrears to better align with time needed to process payroll.*

10. New Business

- a. Review Disaster Plan
  - i. Trustees need to verify their contact information.
- b. Initiate Capital Asset Plan discussion.

11. Adjournment

- a. Next Meeting, Tuesday, August 12, 2025, at 6:30 p.m.