



Library Board of Trustees Meeting
Tuesday, July 8, 2025, 6:30 p.m.

Minutes

The Library Board of Trustees convened at 6:34 p.m. on July 8, 2025.
President Kira Stevens called the meeting to order.

Roll Call

Attendee	Title	Status
Kira Stevens	President	Present
Tami Koch	Vice President	Present
Lisa Shaffer	Secretary	Present
Amy Roehrig	Treasurer	Present
Kathleen Clesson	Trustee	Present
Wendy Hadden	Trustee	Present
Anne Pickett	Trustee	Absent

Staff present: Lori Urban, Director

Correspondence, Communications, and Public Comments

The Village of Heyworth sent a notice regarding the removal of a parcel 28-34-361-002 in TIF District 4.

Secretary's Report

Trustee A. Rohrig 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 L. Shaffer made a motion, seconded by Trustee K. Clesson to approve all transfers as presented. Motion carried (6-0).

Trustee K. Stevens made a motion, seconded by T. Koch, to move 10% of Director's salary and 10% of the Janitor's annual pay from the Insurance Fund to the General Fund for a total of \$6,407.67.
Motion carried (6-0)

All trustees need to sign new signature cards and banking documents for First State Bank & Trust and CEFCU.

President's Report

President K. Stevens appointed Trustee K. Clesson and Trustee T. Koch to conduct the annual Secretary's Audit before the August Board meeting.

President K. Stevens designated FOIA (Freedom of Information Act) officers as Lisa Shaffer, Secretary and Lori Urban, Director. OMA (Open Meetings Act) officer as Lisa Shaffer, Secretary.

Reports by Trustees

There were no comments by Trustees

Director's Report

Director L. Urban reported that the Summer Reading programs have been great and well attended. Volunteers have had 9.5 hours in June including the Chief of Police Eric Jones. Per Capita Grant has been awarded in the amount of \$8,069.73. Chapter 11 (Youth and Young Adult Services) was reviewed and standards are met for the checklist. Bill requiring local Illinois libraries to stock opioid antagonists (ex. Narcan) is expected to be signed into law. This bill would require staff training and does not reference funding to cover the cost of the medication or training of library personnel.

Old Business

Tentative Budget and Appropriations Ordinance 25-1 was reviewed and updated with end of the year figures. B&A Hearing is set for August 12, 2025

Ethics Ordinance 15-10 was reviewed and no further action is needed.

Special Reserve Ordinance 11-1- was reviewed and no further action is needed.

Special Reserve Plan Ordinance 13-2 was reviewed and no further action is needed.

Trustee A. Roehrig made a motion to change paydays for part-time employees to the 15th and the last day of the month or the preceding business day and Trustee W. Hadden seconded the motion. Motion carried (6-0)

Trustee L. Shaffer made a motion to pay part-time employees two weeks in arrears to better align with time needed to process payroll and Trustee K. Clesson seconded the motion. Motion carried (6-0)

New Business

Review Disaster Plan and Trustee contact information.

Capital Asset Plan talks have begun and will continue over the next several months.

Adjournment

President Kira Stevens adjourned the meeting at 7:10 p.m.

Next meeting will be on Tuesday, August 12, 2025 at 6:30 p.m.