

## APPROVED MINUTES

### FORREST PUBLIC LIBRARY August 26, 2024 – MINUTES

1. Call to Order – President Austman called the meeting to order at 6:00 pm.
2. President Austman asked the Secretary to call the roll: Trustees Shirley Meenen, Lynn Short, Suanne Medina, Marsha Lanz, and Lori Kimmel were present. Trustee Val Stoller & Library Director were absent
3. Motion to approve the Consent Agenda: Motion by Short, second by Medina, to approve the following items on the Consent Agenda:
  - a) Minutes from the July 22<sup>nd</sup> board meeting
  - b) Treasurer’s Cash Report:
  - c) Check Register
  - d) Invoice Register listing the bills, including a report of the Credit Card Transactions

Motion carried 5-0. Yes – Short, Medina, Lanz, Kimmel, and Meenen

4. Public Comments: none

5. Directors Report:

- I. Illinois Public Library Annual Report (IPLAR)
  - a. 6,478 total visits to the library
  - b. 3,213 total program attendance
  - c. 424 total library cards
- II. 24,088 total items circulated (17,976 items were children's items)
- III. Interlibrary Loan and Reciprocal Borrowing Statistical Survey is complete for FY24
  - a. We had 4,490 checkouts from patrons from other libraries
    - i. This number is up from 560 checkouts from other library patrons in FY23.
  - b. We loaned 2,376 items to other libraries
  - c. These report numbers come directly from automated reports from RSA
- IV. RSA Parameters Meeting
  - a. RSA visited the library to meet with Mackenzie, Marlene, and Anna
    - i. We updated different settings and made adjustments to our overall procedure as well as our cataloging setup.
      1. Mackenzie had already been working on some of the changes, but we learned some new things that will be beneficial
- V. Furniture sold from the community room
  - a. We sold most of the green chairs and the heavy tables. Several teachers and principals took advantage of it. As we continue cleaning the room, we will work towards more future updates. (down the road updates)

- i. New linoleum, new blinds (several are broken), community room toybox for renters, replacing the metal folding chairs with black lightweight chairs
6. President Austman: would like to review the draft minutes from prior closed session meetings at the September meeting.
7. Reports of Trustees:
  - Trustee Lanz – no report
  - Trustee Meenen – no report
  - Trustee Short – no report
  - Trustee Medina – no report
  - Trustee Stoller – absent
  - Trustee Kimmel – Election information—packets are ready to go. We discussed closed session minutes and the duties of a secretary. Anna and I discussed getting a small fireproof filing cabinet to keep all the ordinances, minutes, and other documents in. Ordinance numbering – these are numbered as ordinances are passed; they are not preset numbers; reminder: if it is not on the agenda, no action can occur. However, a past action item may be amended.
8. Items Removed from the Consent Agenda: none
9. Old Business – Discuss/Action:

Motion by Medina, second by Kimmel, to approve Appropriations Budget 2024-02. Motion carried 5-0 Yes. Medina, Lanz, Kimmel, Meenen, and Short
10. New Business – Discussion/Action Items:
11. Closed Session: did not enter
12. Adjournment: Motion by Lanz, second by Medina, to adjourn the meeting at 7:11 p.m. Motion carried by voice vote.

*Lori Kimmel, Secretary*  
*September 3<sup>rd</sup>, 2024*