

**O'Fallon Public Library**  
**Regular Board Meeting Minutes**  
**January 13, 2020**

President Dennis Grimmer called the meeting to order at 7:00 p.m. in the upstairs small conference room of the library. Also present were Board members Nancy Clark, Larry Morrison, Linda Gruchala, Harriet Baker, Linda Kahley, Doug Distler, Library Director Ryan Johnson and Shirley Seipp, recording secretary. Betty Reed and Suzanne Rupright were excused. Jessica Lotz attended as a guest.

Dennis and the board acknowledged S. Seipp for the "Above and Beyond" recognition she received at the city's annual Employee Appreciation Night.

**Secretary's Report** A motion to accept the minutes was made by L. Morrison and was seconded by H. Baker. All ayes. Motion carried.

**Treasurer's Report** D. Distler gave an overview of the financial reports. After some discussion of the reports, H. Baker made a motion to file the December Treasurer's Report for audit. N. Clark seconded the motion. All ayes. Motion carried.

**December Bills** A motion was made by L. Gruchala and seconded by N. Clark to approve payment of the presented bills. Roll call: L. Morrison, aye; D. Grimmer, aye; L. Gruchala, aye; N. Clark, aye; L. Kahley, aye; D. Distler, aye; and H. Baker, aye. All ayes. Motion carried.

**Librarian's Report** Ryan was accepted into the Chamber of Commerce's Leadership Institute for 2020. Ryan confirmed that the Per Capita Grant has been submitted to the State Library. He also informed the board that additional outside lighting has been installed and additional outlets were installed on the first floor of the library. It was noted that the two restrooms upstairs at the library are now designated as "Family" restrooms. The library is still processing numerous Passport requests. There is no sign of request for appointments slowing down.

**Friends of the Library** The Friends group has added several new positions to their board. The board members meet the second Tuesday of the month.

**Book Discussion Group** L. Morrison reported that the library book club is reading *The Shoemaker's Wife*, by Adriana Trigiani for the February meeting. The group meets the fourth Monday of the month at 7:00p.m.at the library.

**Public Comment** Jessica Lotz gave a short economic report for some programs going on around the City of O'Fallon.

**Topics for Future Consideration** Tracking the Strategic Plan will be addressed in Ryan's monthly Director's report starting in February.

**Unfinished Business** Ryan will have a rough draft of the administrative assistant position for next month's board meeting. The revision of the Public Conduct Policy is still a work-in- progress.

**New Business** Building Stars was the new company hired to clean the library. They start January 13<sup>th</sup>. The board members approved the adoption of using Board Docs for the library reports to be in uniformity with the other city departments in sharing information. They also agreed to L2 Accounts requested by Illinois Heartland Library System to better communicate with library board members.

Ryan explained his criteria for the library closure protocol when weather related issues arise.

A proposal was made to close the library all day on Christmas Eve and New Year's Eve in exchange for staying open on Presidents' Day. After some discussion, a motion was made by L. Kahley to allow the library to close all day on Christmas Eve, but still keeping reduced hours of operation on New Year's Eve, and staying open regular hours of operation on President's Day. H. Baker seconded the motion.

Roll call: L. Morrison, aye; D. Grimmer, aye; L. Gruchala, aye; N. Clark, aye; L. Kahley, aye; D. Distler, aye; and H. Baker, aye. All ayes. Motion carried.

The library is currently looking for a candidate to fill the vacant Page position.

The Budget Committee will meet in February. Ryan will send an email to the committee members when a date has been decided.

The library board will be recognized at the city Council Meeting on April 20<sup>th</sup> at 7pm.

**Adjournment** There being no further business, the meeting was adjourned at 8:02p.m.

Respectfully Submitted,

Shirley Seipp  
Recording Secretary

Approved by O'Fallon Public Library Board Action

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Nancy K. Clark, Secretary