

Board of Trustees
Mt. Pulaski Public Library District
Regular Meeting Agenda
Thursday, August 20, 2026 – 6:30 p.m.

I. Preliminary Matters

- A. Roll Call: (silent) **Michelle H**, Amanda, **Susan**, **Charlene**, **Emily**, **Allie**, **Skye**
- B. Adoption of the agenda of the meeting for August 20, 2026.
Motion made: Allie Seconded: Susan
- C. Approval of the minutes of the meeting for July 23, 2026.
Motion made: Susan Seconded: Skye
- D. Hearing of citizens
N/A
- E. Correspondence
N/A

II. Consent Agenda

- A. Monthly vendor accounts
Membership & Dues Illinois Heartland Library System annual
Membership was due)
Building & Grounds was higher due to the fence. Just got the check from
Economic Development, so that will wash (next month will show income
for that)
Payroll - Paycheck being cashed at a different time than the date.
- B. Summary of Monthly Check Register
- C. Treasurer's report
Motion Made: Emily Seconded: Susan

III. Action Agenda

A. Old Business

- 1. Finance Committee/ Book-keeping (Quickbooks/Paychex)
 - a. Amanda is not here and Kate is also missing, we are tabling this discussion until September meeting.
- 2. Personnel Policy
 - a. Staff had no concerns about this policy & handbook change.
 - b. Motion to adopt: Allie / 2nd Skye (Pass : Unanimous)
- 3. Budget 2026-2027 Fiscal Year
 - a. Amanda sent out an email before the meeting with the proposed budget.
 - i. Went through Quickbooks to look at deposit so it matched.
 - ii. Expected income. Difference was \$7,559.76.
 - iii. With expected cuts we would only be down \$5,000 (which is no problem as we normally have money left over for books).
 - iv. Cuts included

1. We have already paid for this year's conference, so conference fees can go down to \$3500, with the next conference being driven instead of flying. Amanda D. did the math on the fees associated with that. This would also include the Youth Service Conference as well. (Splitting the conference fees between FY27&FY28).
 2. Benefits, Salaries, & Milage- Move to \$140,000 instead.
 3. Per Capita- is actually more because the state gave us more money. \$4625.70.
 4. This is pending the bookkeeping fees. This should be able to come down quite a bit.
 5. Danner gave us the full amount for the bricks and we have already gotten it.
 6. Look into HVAC Grants for Libraries.
4. Landscaping Quote
- a. Landscaping quote- current \$85/cut. Allen was \$60. The yard has been added for inside the fence. Cut for the summer, nothing for winter. Mike Lowery could do snow removal. Chris can come help, but city comes first.
 - b. Work day/evenings to clean up yard.
 - i. Tree on corner needs to come out.
 - ii. Cub Scouts to come out. (Allie reach out to Boy Scouts)
 - iii. 6:00pm 8/24 - Yard Work Night
 - iv. Bring some fun yard work things.
5. ADA-compliant Website (Needs to be done by 2028)
- a. Just as a reminder!!

B. New Business

1. Director's Report

- i. High school classes coming over tomorrow (freshmen and juniors) to check out books
- ii. We posted on facebook to see about canopy (donated!!) and bought a Kurig.
- iii. Photo Op without spending a lot of money.
- iv. Attended directors university and didn't quit. Someone came up and said they make her feel seen and she is making a huge difference and she got another email from someone there that mentioned how great she made the experience. She is truly making a difference and is doing big things!!
- v. Fall fest - making a booth for registering people. Sept national library card sign up month.
- vi. Fall programming - Kate has been in touch with true crime.
- vii. Ordered a bunch of stuff with DIY garlands.

- viii. 21 kids finished summer reading. Warrensburg posted that they had more people and less people. Better prizes coming.
- ix. Insurance people didn't get back but upload is coming and we will be done
- x. Police called again. Was very uncomfortable.
- xi. Done with ARSL Board and will be running for vice president next year!!! YAY!!!

2. Danner Trust

- a. Proposal sent, questions were asked about the quote, full amount sent. Concrete people are putting us on the schedule.
- b. Proposed - \$7,500-\$10,000 for Broadwell Christian Church (Estimate of \$33,000 for a collapsing ceiling).
 - i. Can we get ceiling pictures?
 - ii. Passed. M: Emily / S: Skye

3. Fall Festival Closure

- a. Messaged Michelle and the derby will be in front of the library and the parade at four. Are we okay with being closed? Yes.
 - i. M: Charlene, S: Emily

4. Receipts & Disbursements

- a. What we spent our money on. Must be signed.

5. Approve Budget and Appropriation

6. Approve Certificate of Budget

7. Other Discussion

- a. Next necessity to tackle
 - i. Concrete at the ramp, the crack (check), bushes and clean up (in the works), the AC/Water Heater Service Needed, Hot water for the stairs bathroom, north door latching, pillars at front, tree trimmed, gutters, hammer down rebar, keypad for doors.
 - ii. Black Tie for AC / Water Heater / Sink downstairs for this next month.
 - iii. Next Project/Wish: deep clean/misc. Bathrooms
 - iv. Ryan Witkowski doing locks on two exterior and one interior door. Looks like estimated \$350 per door.
M: Susan, S: Emily

IV. Executive Session

V. Announcements

- A. Trustee Training: August 30th 1-4 pm
 - a. Light snacks to be brought. Bring your own drinks. Need computers. No Amanda needed.
- B. Next Board Meeting: September 17th at 6:30 pm

VI. Adjournment

M: Allie S: Skye