

**MARION CARNEGIE LIBRARY  
BOARD OF TRUSTEES MEETING  
6:30 p.m., Monday, January 8th, 2024**

Call to Order - meeting started at 6:32

Roll Call

Present:

Steve Aschieris - absent  
Andrea Bradley  
Twila Couey  
Jenna Griffith  
Carolyn Loving  
Dr. John O'Keefe  
George Trammell  
Linda Walker  
Loretta Broomfield - Director

**Recognition of Visitors:**

There were seven visitors in attendance.

**Consent Agenda (Minutes, Financial Statement, Department Activities & Circulation):**

There was a motion made by Linda Walker to approve the Consent Agenda, it received a 2nd, all were in favor and the motion passed.

**Director's Report:**

- Loretta reported that she and staff participated in the Very Merry Marion Parade.
- Loretta reported that the Season's Readings at the library was a big hit.
- Loretta reported that she and staff have met to start planning for Summer Reading.

**Committee Reports:**

1. Personnel: Loretta reported that the following internal staff changes will be happening: Elva Prince from FT Coordinator of Business Services to PT Librarian 1, Branda Brown from FT Librarian 1 to FT Coordinator of Business Services and Andrea Sellars from PT Librarian 1 to FT Librarian 1.
2. Building & Grounds: Loretta reported that a new Fire Panel will be installed to keep the library up to state code.
3. Finance: Loretta reported that she has invested funds in CDs as was approved by the board at the last board meeting and that the Library has received just over \$2,000 in PNG funding.
4. Friends of the Library – The next book sale will be in March. The Friends are currently holding and ongoing small sale by donation in the library and it is going well.
5. Technology: None

**Unfinished Business**

1. Board Vacancy

- George is still accepting names for the open position and will bring names to City Hall prior to the February library board meeting.
- 2. Policy – Employee Appearance
  - The board recognized Wendy Cunningham, the City of Marion attorney. There was discussion regarding the new appearance policy for all city employees.
  - A motion was made by Twila Couey to accept the City of Marion Illinois Employee Handbook section 6.8, a second was made, all were in favor and the motion passed.

**New Business:**

1. 2024 Meeting Dates (change October date for staff training)
  - a motion was made by Carolyn Loving to move the October board meeting to October 21<sup>st</sup>, it received a 2nd, all were in favor and the motion passed.
2. Per Capita Grant Requirements (serving Our Public and P.A. 103-0100)
  - Loretta reviewed the standards book with the board.
3. Payment of December 2023 bills.
  - A motion was made by Andrea Bradley to pay December bills, the motion received a 2nd, all were in favor and the motion passed.
5. Next meeting is February 12, 2023
6. Adjournment
  - a. A motion was made by Linda Walker to adjourn, it received a 2nd, all were in favor and the motion passed.

-respectfully submitted by Jenna Griffith, Secretary