

MARION CARNEGIE LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
6:30 PM Monday, August 11, 2025

George Trammell called the meeting to order at 6:30 PM.

Roll Call:

Present:

Andrea Bradley
Matt Colboth
Twila Couey
Jenna Griffith - Absent
Phyllis Landwehr
Carolyn Loving
Roderick Throgmorton – Absent
George Trammell
Linda Walker
Loretta Broomfield, Director

Welcome New Board Member: Matt Colboth was introduced to the board and gave a brief summary of his involvement in Marion.

Recognition of Visitors and Visitor Comments:

There were five (5) visitors.

Jane Otte addressed the board suggesting a residency requirement for serving on the library board be included in the bylaws.

Consent Agenda: (Minutes, Financial Statement, Department Activities, and Circulation Report) Linda Walker made a motion to accept the Consent Agenda, and it was seconded by Andrea Bradley. All were in favor of the motion, and the motion carried.

Director's Report:

1. Summer Reading Program was successful with 625 participants, including 495 children.
2. In July, the Per Capita grant was awarded, and about \$24,000 will be coming.
3. Loretta applied for the PNG Grant for FY 2026
4. Two staff positions are in the process of being filled.
5. On August 16, the library will be having a craft day where people can donate craft supplies in the morning, and later that day, people can come and take what they want from the donations.
6. Preparations are being made for National Library Card Sign-up Month (September)

7. Loretta indicated that she has sent her intention to retire to Mayor Absher, with an effective date of December 1.

Committee Reports:

1. Personnel: Two positions are in the process of being filled. A Library Coordinator is expected to begin next week. A Library Assistant is in the final process of being hired.
2. Building and Grounds: Restroom doors have new signs to address accompanying children in the restrooms. The Children's Department has experienced some minor flooding during the heavy rains due to leaf and debris backup. Paul has been able to take care of this.
Andrea Bradley asked about landscaping needs, and Loretta commented that communication has been difficult. They show up, but not on a schedule, and billing is sporadic. Monthly billing was requested, but no bill has been received since January 2025, and that was for six months in 2024. Loretta will obtain names of other lawn care people and make new arrangements.
3. Finance: Loretta has applied for a grant through Illinois State Library for funding to continue the PNG program for next year. This is about \$20,000, and she thinks it will be approved.
Loretta has asked Lance to restore a column to the financial report to include percentages used.
4. Friends of the Library: Next Book Sale is 8/29-30. Mailed check to support SI Reads. Donated money to library for additional barcode labels. Loretta will find out how much money Friends needs to deposit with city for continuing non-resident card support.
5. Technology: IT has ordered a new laptop for the Library Coordinator position.

Unfinished Business: None

New Business:

1. A Search Committee consisting of George Trammell, Andrea Bradley, Matt Colboth, and Jenna Griffith will begin process of finding a new Director as Loretta will be retiring December 1. The hope is to find someone before Loretta leaves her position to facilitate training.
2. Payment of the June and July bills – A motion was made by Andrea Bradley and seconded by Phyllis Landwehr to approve payment of the June and July bills. All were in favor, and the motion carried.
3. The next meeting is Monday, September 8 at 6:30 PM. The motion to adjourn was made by Carolyn Loving, seconded by Linda Walker, with all in favor. The meeting adjourned at 6:54 PM.

Respectfully submitted: Phyllis Landwehr, Secretary