Red Bud Public Library Board Meeting Minutes

Thursday, August 14, 2025 at 5:00 p.m.

I. Call to Order

The meeting was called to order by President Chris Gidley at 5:02 PM.

II. Roll Call

Members present: President Christina Gidley, Treasurer Patricia Sachtleben, Secretary Kristy Cooper, Trustee Blenda Ingalls, Trustee Cathy Thompson, Trustee Debbie Gielow

Others present: Library Director Jamie Joost, City of Red Bud Finance Officer Liz Cowell

Members absent: Vice President Chris Moll, Trustee Jamie McClellan, Trustee Jill Miesner, City Council Member/Library Liaison Bryce Parsons

III. Public Comments

There were no public comments.

IV. Minutes

The minutes from July 10, 2025 were in the packet. **Cathy Thompson made a motion to approve the minutes from July 10, 2025; Debbie Gielow seconded.** The minutes were approved as handed out.

V. Treasurer's Report

The Treasurer's Reports were reviewed and discussed. **Kristy Cooper made a motion to approve the bills as presented. Debbie Gielow seconded.** Financial reports and monthly Library deposits are attached.

VI. Librarian's Report

A copy of the librarian's report was included in the packets. Jamie noted there were 10 new library cards issued in the past month.

VII. Old Business

Liz Cowell, City Hall Finance Officer joined us to discuss FY26 budget. She presented a packet entitled a financial overview of the library's funds. We are in a healthy place financially. The average annual revenue for the last 5 years is $145,000 from all sources of revenue. For fiscal year 2024 and 2025, the library's net income was $50,000. Liz said our checking account is earning a 0.7% interest rate. Liz presented a few options for investment opportunities including a investing in a CD or Illinois Fund. CD's are locked in for the determined period of time set by the bank while Illinois Funds are liquid and there is no penalty for withdrawing. We receive a statement every month from Illinois Funds account for review at the board meetings. **Debbie Gielow made a motion to vote on investing $100,000 in Illinois Funds account, Cathy Thompson seconded.** Jamie will put it on the September agenda. Chris Gidley stated the need to use these invested dollars toward Capital improvements to the library building.

The board did ask Liz to run numbers for insurance rates for the employees so we would have a "ballpark" so we can budget for the future.

Jamie Joost, Director received confirmation from the Library eRate consultant that eRate services will be provided for FY26.

Jamie Joost, Director is providing weekly outreach service to Garden Place.

AWE Computers: A ceremony was held on July 23, 2025 to dedicate the computers and plaque from the Lions Club, in honor of Larry Mehring.

Red Bud VFW Auxiliary: presented a donation of $175 to go towards books and collaborated with the library for a "Patriotism Toward Literacy/Patriotic Cows" storytime.

VIII. New Business

Library Staff and Library Board/Trustee members are required to take FOIA and OMA training yearly.

Jamie Joost, Director sent an email with link to Trustees for required training and recommends all trustees create a iLead Trustee Training Portal.

Research has started for a potential funding for a Swank Movie License through Illinois Heartland Library System (IHLS), currently $333 with a group discount.

250th anniversary of the United States of America on July 4, 2026. Jamie Joost, Director is the point person for historical subcommittee. If anyone is interested in joining, reach out to Jamie.

Library book clock located above patron computers purchased through a patron monetary donation has been installed.

Update on Policy & Procedures-Tricia Sachtleben made changes to the following policies that were discussed at the July 10, 2025 meeting: Library Board of Trustees: Duties and Responsibilities, Library Board of Trustees: Meeting of the Trustees. After review the changes, **Cathy Thompson made a motion to accept Library Board of Trustees: Duties and Responsibilities and Library Board of Trustees with changes noted, Kristy Cooper seconded. Tricia Sachtleben will date the updated policies and sent the final copies to Assistant Librarian, Bailee McCarthy.**

Tricia Sachtleben gave the board the following policies to review to discuss at the August 14, 2025 (present) meeting: Technology Plan, Disposal of Record and Materials, and Services to Youth. **Blenda Ingalls made a motion to accept Disposal of Record and Materials, and Services to Youth as presented, Tricia Sachtleben seconded.**

After reviewing the Technology Plan, it was decided Jamie Joost will research what date Polaris was instated. Tricia Sachtleben will present the updated Technology Policy at the September 11, 2025 meeting.

Chris Gidley reminded the board that there are several projects at the library if anyone has time to help out with those.

Library Monthly Programs- shared a list of upcoming events and programs. Trivia night will be September 20th and there will be a pop-up book trivia coming up.

With no other New Business to discuss, President Christina Gidley proceeded to address items for next month's agenda. Getting quotes for blinds was an item to start looking into.

IX. Adjournment

Debbie Gielow motioned to adjourn the meeting; Cathy Thompson seconded. The Library Board meeting adjourned at 6:20PM. The next library board meeting will be held September 11, 2025 at 5PM.

Respectfully submitted,

Kristy Cooper/Secretary