



Auburn Public Library District

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Meeting Minutes Auburn Public Library District Board Meeting August 19th, 2025 7 PM

Call to order: A regular meeting of the Auburn Public Library District Board of Trustees was held in Auburn, IL, 62615, on August 19th, 2025. The meeting convened at 7:11 pm. President Lacy Strader presiding, and Ashley Jarrett, secretary.

Roll call to establish quorum:

Board Attendees:

1. Lacy Strader: present
2. Monica Garrett: present
3. Ashley Jarrett: present
4. Dan Dixon: present

Staff:

Amanda Kendall, Library Director: present
Nicole Szymiski, Librarian: present
Katie Horath, Aide: present

Visitors:

Kaydence Lehman
Stacy Pflugmacher

- I. Approval of minutes:
 - a. *Motion:* Moved by Lacy Strader to accept the minutes of the July 2025 meeting
Motion carried.
- II. Consent Agenda
 - a. Youth services circulation was 1,065!

- b. July total circulation was 1,865 which is a 16% increase from last year and a 9% increase from June.
- c. Post cards have been well received; 11 patrons renewed after receiving a post-card that their library card had expired!
- d. 14 new patrons!
- e. 16,700 webpage views
- f. *Motion:* Moved by Lacy Strader that the Consent Agenda be approved.
Motion carried.

III. New Business

- a. Introduction of visitor: Stacy is a labor advocate and is interested in becoming a library board trustee.
- b. Budget and Appropriations Ordinance
 - i. Public discussion
 - ii. Adoption
 - iii. *Motion:* Moved by Lacy Strader to adopt Ordinance 2025-01, Budget and Appropriations
 - 1. Lacy Strader: yea
 - 2. Monica Garrett: yea
 - 3. Ashley Jarrett: yea
 - 4. Dan Dixon: yea
 - 5. Motion carried**
- c. HVAC issues and replacement
 - i. Condensation damage to ceiling tiles from roof unit
 - ii. Replacement of “little” HVAC by ACE mechanical
 - iii. *Motion:* Moved by Lacy Strader to approve the ACE mechanical bid
 - 1. Lacy Strader: yea
 - 2. Monica Garrett: absent—Monica left at 8:05 for a family emergency and did not participate in this vote
 - 3. Ashley Jarrett: yea
 - 4. Dan Dixon: yea
 - 5. Motion carried**
- d. New E-kits and the return of grab and go book bags
 - i. Refreshing old kits
 - ii. Clear backpacks for new kits that contain a stuffy and book(s)
 - iii. Themed book bags coming back with several books in each around a certain theme; non fiction and fiction together potentially and a good way to circulate books that don’t circulate well

IV. Unifnished Business

- a. Outreach initiate
 - i. Postcards are doing well; sent to patrons with expired cards, for kid birthdays and elderly patrons who haven’t reached out in a while
 - ii. Newspaper articles well received

- iii. New picture boards made
 - 1. 1,000 books before kindergarten
 - 2. New patron
 - 3. My first library card
 - iv. Patron recommendations on display
 - v. Delivering books and visiting Eastland
 - b. Checkout duration update
 - i. Reached out to IHLS director of circulation about common checkout duration to increase DVD times to 2 weeks
 - 1. Common is 3 weeks for books and 2 weeks for DVDs
 - 2. Approved for us to go common as this is less work than just switching DVDs
- V. Treasurer's Report
 - a. Amanda presented financial reports
 - b. CPA only doing payroll now
- VI. Directors Report
 - a. Facility
 - i. Weeding and Dynamic Shelving
 - 1. A company is coming to pick up books for free; there are too many to store and they've been around for several book sale cycles
 - 2. Forward facing books for mini displays within shelves
 - ii. Closed August 29th for planned inservice
 - 1. Amanda getting new shelves for her office because her current shelves are going to be used elsewhere in the library
 - iii. Closed September 1st for Labor Day
 - b. Staff
 - i. Update on staff goals
 - ii. Katie is doing a fantastic job!
 - c. Programming
 - i. IHLS Library Crawl in October; we have stickers for passports
 - ii. Library card swap for Library Card Signup Month
 - 1. Display other library cards
 - 2. September
 - iii. New milestone frames
 - iv. New children programming
 - 1. Discontinuing Friday story time (rainbow readers)
 - a. Not well attended
 - 2. Wednesday sensory story time is still well attended
 - 3. Introducing Family reading night Tuesdays at 6
 - 4. Friday move and groove will replace story time
 - v. Pokemon and Chess clubs continue
 - d. Fundraising
 - i. City wide garage sale and library book sale

1. September 25, 26 and 27

e. Other

i. Newspaper article out Thursday!

f. *Motion:* Moved by Lacy Strader to accept the director's report.

g. **Motion carried.**

VII. Committee Report

a. Budget/Finance Committee- Amanda, Nicole, Lacy, Ashley, Dan

b. Policy Committee-Amanda, Nicole, Lacy, Dan, Monica

c. Building Maintenance Committee- Amanda, Nicole, Lacy, Monica

d. District Expansion Committee- Amanda, Nicole, Lacy, Ashley

e. Ad Hoc Committee

VIII. Public Comment

IX. Announcements

1. Next meeting is September 16th, 2025

X. Adjournment: Lacy Strader made a motion to adjourn the meeting at 9:24 pm.

Motion carried.