

## Deer Creek District Library – Regular Board Meeting, Monday, November 6th, 2023

**Call to Order** – President Annette Brehmer, called the meeting to order at 6:15 p.m.

**Roll Call, record present and absent members** – In attendance were board members Annette Brehmer, Betty Rock, Bev Potts, Linda Brown, Linda Staley and Brenna McGahan. Library Director, Meghan Meadows was also in attendance. Board member, Shea Kamp, was absent.

**President’s Report** – None

**Secretary’s Report** – The minutes for the regular October 2nd, 2023 board meeting were reviewed and approved on a motion made by Bev Potts, seconded by Annette Brehmer, all in favor.

**Correspondence** – Meghan completed and filed the ILLINET Stats Survey on Oct 12. Annette will create an L2 account. The library received a donation from the Home and Community Extension.

**Financial Report** – The CPA’s financial reports for October 2023 were reviewed. The Financial Report was accepted on a motion made by Linda Brown, seconded by Linda Staley, all in favor.

**Library Director’s Report** – Meghan presented the monthly **Director’s Report** showing statistical data. Halloween Story Time was a success. Action items for the Board is to find a new director.

**Committee Reports** – None

**Unfinished Business – Building & Maintenance** – The water softener was refilled. Cleaning or replacing siding on the library will be discussed Spring 2024. **Fundraising-** Efforts to fundraise are paused until a new Director is hired. The **8.0 Personnel Policy Adoption** was adopted on a motion made by Bev Potts, seconded by Linda Staley, all in favor. The proposed **Library Holiday Closings 2024** were reviewed and approved by the Board.

**New Business** – Meghan filled out the **Per Capita Grant** application and shared with the board. A motion to approve the Per Capita Grant application was made by Linda Brown, seconded by Annette Brehmer, all in favor.

**Emergency Plans**– Meghan put together the Emergency Plans and equipped the library with emergency measures.

**Director Position-** The Board discussed steps for posting the open Library Director position and distributed tasks to keep the library open while searching for a candidate.

**Other** - Pension and Christmas bonus will be given to Meghan a month early.

A motion to adjourn the meeting was made by Betty Rock, seconded by Linda Staley, all in favor. The next meeting is Monday, January 8th, 2024, at 6:00 p.m.

Brenna McGahan, Secretary