

# December 2, 2025 Minutes

## Call to Order

The meeting was called to order by Desiree at 7:38pm.

## Roll Call

Trustees Present:	Judi Alden, Desiree Sierens, Paul Garcia, Shari Kagan, David Martin
Trustees Absent:	Jay Filler and Catrina Hill
Staff Present:	Sondra Terry and Alex Mateja
Public Present:	Susan Szymanski, Maureen David, and Penny Touhy

## Additional Agenda Items

A motion was made to add a review of closed session minutes.

Moved by Shari, 2<sup>nd</sup> by Paul

Yes: All yes

A motion was made to keep all closed minutes from the past year closed at this time.

Moved by Judi, 2<sup>nd</sup> by Paul

Yes: All yes

## Approval of Minutes

A motion was made to approve the October 28<sup>th</sup> board minutes.

Moved by Dave, 2<sup>nd</sup> by Judi

Yes: All

Abstain: Shari

## Public Forum

None

## Financial Report

Sondra reported she is currently locked out of the library credit card, likely due to a past vendor issue. Options discussed included obtaining a nonprofit credit card through a local bank, adding staff as authorized users, or issuing individual staff cards to improve tracking and accountability. Sondra stated this would be beneficial to implement in the upcoming year. It was agreed that a formal credit card policy must be finalized before implementation, with a goal of completion by January.

A motion was made to approve the Financial Report.

Moved by Dave, 2<sup>nd</sup> by Shari

Yes: All yes

### **Vendors list and new Vendors**

The Board discussed potential new vendors, including Library Market, noting increasing issues with the current vendor and the benefits of improved ADA compliance. It was reported that a vendor transition would take approximately three to six months.

A motion was made to approve the new vendors list.

Moved by Shari, 2<sup>nd</sup> by Paul

Yes: All yes

### **Communications**

- Library Credit Card: Addressed under the Financial Report.
- Safety Deposit Box: The Board discussed closing the safety deposit box due to lack of significant contents and an annual cost of approximately \$150. General agreement was reached to proceed with closure.
- Staff Presentation: Penny Touhy and Maureen David introduced themselves and reviewed their roles in programming and planning. They reported approximately 43 attendees at the Turkey Bingo event. Upcoming programs include Holiday Storytime and the return of Library Lovers (LLE) in February with a science theme. New elements include collectible brag tags and a mystery challenge with a \$150 Barnes & Noble gift card as the grand prize. Winter reading will not be held this year due to low attendance last year and scheduling constraints. Desiree expressed appreciation and encouraged them to reach out to the Board as needed.
- Parking Lot Discussion: Sondra shared a communication from Jay regarding the parking lot. No action was required at this time. The Board agreed that electrical lines should be installed during future parking lot work for potential signage and flagpole lighting. Desiree recommended a Building Committee meeting to clarify next steps. General agreement was reached to plan for this work in warmer months.

### **Library Director's Report**

- Marketing & Statistics: Hayley has been providing social media engagement statistics showing increased online interaction. Sondra and Hayley will continue refining how these metrics are tracked and used. Over 1,000 items were donated after outreach to the Marengo Food Pantry.

- Professional Development: Sondra reported significant staff participation in recent educational courses, conferences, and seminars.
- Narcan Training: Penny shared an overview of her recent Narcan training experience.
- Community Engagement: Chamber of Commerce mixer events will be resuming.

### **Standing Committee Reports**

*Building*

*Finance*

*Long Range Planning*

*Personnel*

*Policy*

*Technology*

*Fundraising*

### **Old and New Business**

Director Vacation: Sondra requested an extension to use remaining vacation time beyond the original December 13 deadline. The Board approved a new cutoff date of March 31.

A motion was made to approve an extension of one week of vacation for the Director to be used by March 31.

Moved by Paul, 2<sup>nd</sup> by Shari

Yes: All yes

A motion was made to approve the state audit for this year.

Moved by Shari, 2<sup>nd</sup> by Judi

Yes: All yes

A motion was made to approve a library closure on December 21st for a staff appreciation event.

Moved by Shari, 2<sup>nd</sup> by Paul

Yes: All yes

Employee Vacation Policy: A proposed revision was discussed; however, the policy was not ready for approval and was tabled until January.

A motion was made to approve disposal of library materials list.

Moved by Shari, 2<sup>nd</sup> by Judi

Yes: All yes

**Executive Session**

A motion was made to enter Executive Session.

Moved by Paul, 2<sup>nd</sup> Judi

Yes: All yes

The Board entered executive session at 8:20pm for discussion of personnel matters.

The Board returned to Open Session at 8:45pm.

No formal action was taken following Executive Session.

**Adjournment**

The meeting was adjourned by Desiree at 9:00pm.