**Bradford Public Library District Board Minutes**

At the Library, November 20, 2023

Dave called the meeting to order at 6 pm.

 **Present:** Dave Atteberry, Jim Owens, Tish Leeper, Reva Young, Hollie Scott, Barb Fehr, Mary Robbins and Sarah Boehm, Director.

**Minutes:**

The October 2023 minutes were read and approved.

**Treasurer’s Report:**

Barb read the Treasurer’s report. Barb recently participated in IMRF training.

**Monthly Bills:**

Hollie moved to pay the bills, Reva second. Motion carried.

**Circulation Statistics:**

We studied the circulation statistics.

**Additions to the agenda:**

A Personal Property Replacement Tax was added to New Business.

**Director’s Report:**

Sarah reported that our Youth programming is competing with school sports. To combat this, Nick will work Wednesday afternoons and Thursday mornings. His weekly hours will not change. Story time will be Thursday mornings, Switch will be Saturday mornings.

**Comments and Questions of the Board:**

There were no comments or questions to the board.

**Unfinished Business:**

1. Personnel Policy

Changes to the Personal Policy were reviewed and discussed.

Jim moved the Personal Policy to be approved as amended. Reva second. Motion Carried.

**New Business:**

1. Review and Approval of Annual Comptroller's Report

Treasurer, Barb Fehr presented the Comptroller’s Report which is prepared and sent each year. Each Trustee signed the report. Barb will submit it to the Illinois State Comptroller.

1. Quickbooks

Our treasurer has been paying for QuickBooks which she uses for the library. Jim moved the library take over this payment. Hollie seconded. Motion carried.

1. Adoption of Tax Levy Ordinance 23-04

The Tax Levy was discussed. The black border notice was in the local paper stating our intention to raise our tax levy. Barb moved we adopt the Tax Levy Ordinance #23-04. Mary second. Voice vote: Jim, aye. Tish, aye. Reva, aye. Mary, aye. Barb, aye. Hollie, aye. Dave, aye. Motion approved by unanimous voice vote.

 d. Per Capita Grant Requirements: Standards for Illinois Public Libraries

We reviewed Serving Our Public 4.0 Standards for Illinois Public Libraries as per the requirement for the Per Capita Grant. Sarah will submit the Per Capita Grant in January.

 e. Computer Replacement Schedule

We will ask Chuck Terwilliger to make recommendations for replacing two of our computers.

 f. Next Meeting

Our next meeting will be Tuesday, January 16, at 6 pm.

 g. Personal Property Replacement Tax

There has been no correspondence from Bradford Village board on our Personal Property Replacement Tax. They must send our portion to us beginning in December 2023.

**Executive Session:**

Barb moved that the board enter executive session at 7:10 pm

The board reconvened in regular session at 7:20 pm

Reva moved that we present Sarah and Nick with Christmas Bonuses. Hollie second, unanimously approved by voice vote.

Barb moved we adjourn, Jim second. Approved 7:25 pm

Respectfully submitted,

 Hollie Scott

 Secretary