

Hudson Area Public Library District  
Board Meeting Minutes  
Tuesday, July 11, 2023

The meeting was called to order at 6:30p.m. by President Rinda. Board members present: Nancy Rinda, Dianne Feasley, Gwyn Whitacre, Erin Corbin and Kevin Segerstrom. Director Jenny Losey and Maureen Willett were also in attendance. We had enough for a quorum.

Dianne made a motion to accept the minutes of the previous board meeting as presented. Jenny reviewed the Director's report. The Integrated Projection Equipment will be installed when the parts come in.

Treasurer's Report – Gwyn made a motion to accept the monthly expense report as presented. Second by Erin. Dianne stated that \$10,000 was <sup>Transferred</sup> taken out of Special Reserves to cover expenses. The Year-End Financial Report was also reviewed. *from Money Market*

Secretary's Report – Erin swore in Kevin Segerstrom and Maureen Willett as Library Trustees. Kevin has a 4 year term and Maureen as a 6 year term. The draft of the Budget & Appropriations Ordinance 2023-2024-02 was reviewed. It is ready for the hearing on August 8, 2023 at 6:15p.m. *To check for*

No President's report

No Old Business

New Business: Dianne made the nomination of Kevin Segerstrom for Vice President with a second by Maureen. Approved by Open Outcry. *Projection System Furniture*

Dianne Feasley accepted the position as the IMRF Registered Agent for Fiscal year 2023-2024. The Bulletin Board Policy was reviewed and Dianne made the motion to accept it with the second by Erin.

The annual audit of Fiscal Year 2022-2023 Meeting Minutes will be done by Erin and Maureen. The next library board meeting will be August 8, 2023, with the Budget and Appropriations Hearing at 6:15p.m. and the regular meeting to follow at 6:30p.m.

The meeting was adjourned at 7:03p.m. with the annual Walk-around/Inspection of the library building exterior after.

Respectfully submitted.

Gwyn Whitacre

Secretary

*Approved as amended.*

*Gwyn Whitacre*

*7.8.23*

Hudson Area Public Library District  
Board Meeting Minutes  
Tuesday, August 8, 2023

The Budget and Appropriations Ordinance Hearing for 2023-2024-2, was called to order at 6:16p.m. by President Nancy Rinda. Other board members present: Gwyn Whitacre, Maureen Willett, Erin Corbin, and Dianne Feasley. Library Director Jenny Losey was also present. We had enough for a quorum. No members of the public were in attendance. Meeting was adjourned at 6:30p.m.

The regular board meeting was called to order at 6:30p.m. by President Nancy Rinda. Other board members present: Gwyn Whitacre, Maureen Willett, Erin Corbin, Dianne Feasley and Kevin Segerstrom. Director Jenny Losey was also present. We had enough for a quorum.

Corrections were made to last month's meeting minutes. Dianne made a motion to accept the corrected meeting minutes as presented.

Jenny reviewed the Director's Report. Summer Reading was a great success.

Treasurer's Report: Kevin made the motion to accept the Monthly Expense Report. Second by Erin. We reviewed the financial reports. Jenny pointed out the amount spent on postage was higher than regular because enough postage was purchased to cover needs until the end of the year before the postage price went up. We reviewed the Annual Financial Report. Maureen made the motion to accept the report and accepted with Open Out Cry.

Secretary's Report: We reviewed the Budget & Appropriation Ordinance 2023-2024-2 for the final time. Dianne made the motion to accept it with a second by Gwyn. Approved by Open Out Cry.

Annual Audit of Meeting minutes found that there were two months that needed corrections. There were corrections for the October 2022 meeting and for the March 2023 meeting. Dianne made the motion to accept the corrections as presented.

We reviewed the IPLAR Data and the ILLINET Interlibrary Loan Statistical Survey.

No President's Report

Old Business – Kevin asked about the repair of the electrical box that we discovered at the last meeting at the building walk around. It was repaired.

New Business – We reviewed the Trustees Bylaws. Further discussion will be at the September meeting. We had questions about Section D & G about Quorums.

We also discussed the need for a Building Expansion Feasibility Study. It was decided that at the present time we do not see a need to pursue expansion. We need to make sure that we are making the best use of our existing space.

Our next meeting will be Tuesday, September 12, 2023 AT 6:30P.M.

Meeting adjourned at 7:32p.m.

Respectfully Submitted.

Gwyn Whitacre

9-12-23

As approved  
Gwyn Whitacre

Hudson Area Public Library District  
Board Meeting Minutes  
Tuesday, September 12, 2023

The meeting was called to order at 6:30p.m. by President Nancy Rinda. Other board members present: Gwyn Whitacre, Dianne Feasley, Erin Corbin and Kevin Segerstrom. Director Jenny Losey was also present. There were enough people present for a quorum.

Dianne made a motion to accept the previous board meeting minutes as presented. Second by Erin.

There was discussion about hiring a new full time Youth Services Manager and also part time School Liaison/Outreach person that would work with the Hudson Grade School, home schoolers and private schoolers (as Rhonda will be retiring in February 2024).

Jenny reviewed the Director's report. The copy/fax machine that was purchased is not working out. The library will now use Watts <sup>as</sup> a copy service that we would lease a quality copy/fax machine. Other libraries use them and are very satisfied with them.

Treasurer's Report – Kevin made the motion to accept the Monthly Expense report as presented. We reviewed the budget vs actual report.

Secretary's Report – We reviewed the Special Reserve Ordinance 2023-2024-3. Dianne made a motion to <sup>adopt</sup> accept this ordinance with a second by Kevin. Approved by open outcry.

No President's report

No Old Business

New Business – We reviewed the Disaster Plan and discussed changes. Erin made the motion to accept the Disaster Plan with the discussed changes with a second by Kevin.

We discussed checking into a permanent shade structure for the cement pad.

The next meeting will be Tuesday, October 10, 2023 at 6:30p.m.

Respectfully submitted

Gwyn Whitacre

Secretary

Approved as corrected  
10-10-23

Gwyn Whitacre

Hudson Area Public Library District  
Board Meeting Minutes  
Tuesday, October 10, 2023

The meeting was called to order by President Nancy Rinda at 6:30p.m. Other board members present were: Dianne Feasley, Gwyn Whitacre, Maureen Willett, Erin Corbin, and Kevin Segerstrom. Director Jenny Losey was also present. We had enough for a quorum.

Dianne made the motion to accept the minutes of the previous board meeting as corrected. Jenny reviewed the Director's report.

Treasurer's Report - Gwyn made the motion to accept the monthly expense report as presented. Second by Maureen. We also reviewed the Fiscal Year to Date Financial Report.

Secretary's Report – Dianne made the motion to adopt the Levy Ordinance 2023-2024-04. Second by Kevin. Open Out Cry approval.

President's Report – It is time for the annual review of the director. Please email any questions, and remarks to Nancy before the next board meeting.

Old Business – We reviewed the Board of Trustees Bylaws with the revisions – Erin made the motion to adopt the Bylaws with revisions as presented. Second by Dianne. Open Out Cry approval.

New Business – We reviewed the Disaster Plan Bomb Threat section with the revisions. Gwyn made the motion to adopt the Disaster Plan Bomb Threat section as presented. Second by Dianne. We reviewed the Sexual Harassment Policy. Dianne made the motion to approve the Sexual Harassment Policy as presented. Second by Kevin.

We reviewed the Youth Services Manager Job Description, the Programming Assistant I Job Description and the Outreach Assistant III Job Description. Kevin made the motion to accept these job descriptions as presented. Second by Maureen. We discussed the RSA Independence Project and the Town of Normal Annexation.

The next meeting will be Tuesday, November 14, 2023 at 6:30p.m.

Meeting adjourned at 7:30p.m.

Respectfully Submitted,

Gwyn Whitacre

Secretary

*Presented as approved  
11-14-2023*

*Gwyn Whitacre*

*Approved  
8-13-2021*

Hudson Area Public Library District  
November 14, 2023 Board Meeting Minutes

The meeting was called to order by President Nancy Rinda at 6:33p.m. Board members present are: Nancy Rinda, Gwyn Whitacre, Dianne Feasley, Maureen Willett, Erin Corbin, Kevin Segerstrom and Helen Ogar. Director Jenny Losey was also present. There was enough for a quorum.

Kevin, made the motion to accept the October 2023 meeting minutes as presented.

Jenny reviewed the director's report.

Gwyn made the motion to accept the monthly expenses as presented.

We reviewed the Financial Reports. We reviewed the Comptroller's Report. Erin made the motion to accept the Comptroller's Report as revised with a second by Maureen and approved by Open Outcry.

There is no Secretary's report.

President's Report – Nancy is working on insurance quotes.

No Old Business

New Business – We reviewed the Pubic Funds Policy – Dianne made the motion to approve the policy as presented with a second by Maureen. We reviewed the Personnel Policy as revised.

Erin made the motion to accept the Personnel Policy as presented, with the second by Dianne.

We discussed the Youth Services Manager Job posting.

The next meeting is Tuesday, December 12, 2023 at 6:30p.m.

The meeting was adjourned at 7:28p.m.

Respectfully Submitted

Gwyn Whitacre

Secretary

*Accepted as presented,*

*12-12-2023*

*Gwyn Whitacre*

Hudson Area Public Library District  
December 12, 2023 Board Meeting Minutes

The meeting was called to order at 6:32p.m. by President Nancy Rinda. Board Members present: Nancy Rinda, Dianne Feasley, Gwyn Whitacre, Maureen Willett, Erin Corbin and Kevin Segerstrom. Director Jenny Losey was also present. There were enough for a quorum. Dianne, made the motion to accept the November 2023 meeting minutes as presented. Jenny reviewed the Director's Report. She requested an additional library credit card for Amy Oberts.

Treasurer's Report – We reviewed the monthly expense report. Erin made the motion to accept the report as presented. We reviewed year to date Financial Report.

There was no Secretary's report.

President's report. Nancy was checking into other insurance companies for insurance coverage for the library. We discussed increasing the amount of coverage for Workers Compensation. Also, we discussed raising our deductible to see if that would make the premiums lower and adding an endorsement for when the library needs to rent a property for an event.

No Old Business

New Business – We reviewed the amended library Spend Policy. Dianne made the motion to accept the Spend Policy as amended with the second by Erin.

We reviewed the Per Capita Grant Draft.

There were no closed meeting minutes to review.

There was discussion of needing software in the future for electronic movement of money and a discussion of accounting software needs.

The next regular meeting is Tuesday, January 9, 2024 at 6:30p.m.

The meeting was adjourned at 7:16p.m.

Respectfully Submitted

Gwyn Whitacre  
Secretary

1-9-24  
Approved as presented  
Accepted

Gwyn Whitacre

Hudson Area Public Library District

January 9, 2024

*Library Board Meeting Minutes*

This meeting was called to order at 6:33p.m. by President Nancy Rinda. Board Members present: Dianne Feasley, Nancy Rinda, Gwyn Whitacre, Kevin Sergerstrom, Erin Corbin, and Helen Ogar. Director Jenny Losey was also present. There were enough members for a quorum. Erin made the motion to accept the minutes from the previous meeting as presented.

Jenny reviewed the Director's Report.

Treasurer's Report – We reviewed the monthly expense report. Kevin made the motion to accept the Monthly Expense report as presented.

We also reviewed the year-to-date Financial Report.

Secretary's Report – Erin had us check our contact information for the Statement of Economic Interests Filers.

President's Report – none

Old Business - none

New Business – We reviewed the updated Circulation & Services Policy. Dianne made the motion to accept the policy as updated with a second by Kevin.

We approved the request for a Staff Day for President's Day, February 19, 2024.

Jenny discussed with us possible issues with our accounting software issues.

The next meeting is February 13, 2024 at 6:30p.m.

The meeting was adjourned at 6:58 p.m.

Respectfully Submitted

Gwyn Whitacre

Secretary

*Approved as presented  
2-13-24*

*Gwyn Whitacre*

*Re approved 2-13-2024*

Hudson Area Public Library District  
February 13, 2024 Board Meeting Minutes

The meeting was called to order by President Rinda at 6:32p.m. Board members present: Erin Corbin, Kevin Segerstrom, Gwyn Whitacre, Nancy Rinda, and Dianne Feasley. Director Jenny Losey was also present. We had enough for a quorum. Erin made the motion to accept the January, 2024 board meeting minutes as presented.

Jenny reviewed the director's report.

Treasurer's Report – We reviewed the monthly expense report. Gwyn made the motion to accept it as presented. We also reviewed the financial report.

There was no Secretary's report.

There was no President's report.

There was no Old Business

New Business – We reviewed the Intergovernmental Agreement Draft for the RSA Independence Project.

We reviewed the Interlibrary Loan Policy. Dianne made the motion to accept it as presented. The second by Kevin.

The Library Board members need to complete Mandatory Sexual Harassment Prevention Training. Jenny will be emailing us the link for this.

The next meeting will be March 12, 2024 at 6:30p.m.

The meeting was adjourned at 7:03p.m.

After the meeting was adjourned the board members and Jenny did a walk around the interior of the building to make a list of repairs needed.

Respectfully Submitted

Gwyn Whitacre

Secretary

Approved as presented  
3-12-2024



Hudson Area Public Library District  
March 12, 2024 Board Meeting Minutes

The meeting was called to order by President Rinda at 6:30p.m. Board members present: Nancy Rinda, Gwyn Whitacre, Kevin Segerstrom, Dianne Feasley, Helen Ogar, and Erin Corbin. Director Jenny Losey was also present. We had enough for a quorum.

Dianne made the motion to accept the February 2024 board meeting minutes as presented.

Jenny reviewed the director's report.

Treasurer's Report – We reviewed the monthly expense report. Gwyn made the motion to accept it as presented. We also reviewed the financial report.

Erin, Dianne and Jenny will be the budget committee for 2024-2025 budget.

Secretary's Report – Statement of Economic Interest has not yet been sent out.

There was no President's report.

There was no Old Business

New Business – We reviewed the RSA Independence Project. Kevin made the motion to accept the this as presented. Second by Helen.

We reviewed the Assistant Salary Schedule.

The next meeting will be April 9, 2024 at 6:30p.m.

The meeting was adjourned at 7:28p.m.

Respectfully Submitted

Gwyn Whitacre

Secretary

Approved as presented April 9, 2024



Hudson Area Public Library District  
April 9, 2024 Board Meeting Minutes

The meeting was called to order by President Rinda at 6:34p.m. Board members present: Nancy Rinda, Gwyn Whitacre, Kevin Segerstrom, Helen Ogar, and Maureen <sup>Willet</sup> ~~Willet~~. Director Jenny Losey was also present. We had enough for a quorum.

Kevin made the motion to accept the minutes of the March Meeting as presented. Jenny reviewed the director's report.

Treasurer's Report – We reviewed the monthly expense report. Gwyn made the motion to accept it as presented. We also reviewed the financial report. We discussed the working budget for 2024-25.

Secretary's Report – Statement of Economic Interest needs to be completed by April 30, 2024.

There was no President's report.

There was no Old Business

New Business:

We reviewed the Personnel Records Policy. Kevin made the motion to accept it as presented with the second by Maureen.

We also reviewed the Circulation and Services Policy. Helen made the motion to accept it as presented with the second by Kevin.

The next regular meeting will be Tuesday, May 14, 2024 at 6:30p.m.

The meeting was adjourned at 7:45p.m.

Respectfully Submitted

Gwyn Whitacre

Secretary

Approved as presented

5/14/24

Eric Corbin

Reapproved  
6-13-2024

**Hudson Area Public Library District  
May 14, 2024 Board Meeting Minutes**

The meeting was called to order by President Rinda at 6:31 p.m. Board members present: Nancy Rinda, Dianne Feasley, Kevin Segerstrom, Helen Ogar, and Erin Corbin. Director Jenny Losey was also present. We had enough for a quorum.

Helen made the motion to accept the minutes of the April meeting as presented.

Jenny reviewed the Director's report.

Treasurer's Report – we reviewed the monthly expense report. Kevin made a motion to accept it as presented. We also reviewed the financial report. We discussed the working budget for 2024-2025.

Secretary's Report – We adopted Ordinance No. 2023-<sup>2024</sup>~~2-24~~-05 – An ordinance abating the levy of 2023 property taxes for Brandt Industries in accordance with the 2022 Economic Incentive Agreement. Dianne made a motion to accept as presented, with a second from Helen. Open outcry approval.

President's Report – None

Old Business – None

**New Business**

- We reviewed the Photography and Video Policy. Erin made a motion to accept as presented with a second from Kevin.
- We reviewed the Unattended Children Policy. Dianne made a motion to accept as presented with a second from Helen.
- Reviewed the 2024-2025 Nonresident Card Fee Calculation. Erin made a motion to accept as presented with a second from Dianne.

The next regular meeting will be Tuesday, June 11, 2024 at 6:30 p.m.

The meeting was adjourned at 7:31 p.m.

Respectfully submitted,  
Erin Corbin  
Legal Secretary

*Approved as amended, 6-11-24*  
*[Signature]*

Hudson Area Public Library District  
June 11, 2024 Board Meeting Minutes

The meeting was called to order by President Rinda at 6:50p.m. Board members present: Nancy Rinda, Gwyn Whitacre, Kevin Segerstrom, Helen Ogar, Erin Corbin and Dianne Feasley. Director Jenny Losey was also present. We had enough for a quorum.

Dianne made the motion to accept the May 2024 Minutes as corrected.

Jenny reviewed the Director's report.

Treasurer's Report – We reviewed the monthly expense report. Gwyn made the motion to accept the monthly expense report as presented. We also reviewed the Financial Report. We reviewed the FY 2024-24 Working Budget. Kevin made the motion to accept the working budget as presented with a second by Helen. We discussed the CD's. Helen made the motion to rollover the CD's with a second by <sup>Gwyn</sup>~~Nancy~~. *Certificates of Deposit.*

Secretary's Report – We discussed the bank facility and the legal counsel. Gwyn made the motion to adopt the bank facility and the legal counsel that we currently have with a second by Dianne. We reviewed the schedule for Library Board of Trustee Meeting Dates. Helen made the motion to adopt these dates including times and location.

We discussed Ordinance No. 2024-2025-01.

We had no closed sessions to review.

No President's Report

Old Business – We discussed the Brandt Tax Abatement and it is tabled until May 2025 meeting.

New Business – We reviewed the Per Capita Grant Award Letter.

We reviewed the Internet Use Policy. Dianne made the motion to accept the Revised Internet Use Policy with a second by Kevin.

We reviewed the Internet agreement. Helen made the motion to accept the Internet Agreement as presented with a second by Erin. We reviewed the Roku Lending Policy. Gwyn made the motion to accept the Roku Lending Policy as presented with a second by Helen.

Our next regular meeting will be Tuesday, July 9, 2024 at 6:30p.m.

Meeting adjourned at 7:28p.m.

Respectfully Submitted

Gwyn Whitacre

Secretary

*Approved as corrected.*  
*Gwyn Whitacre*  
*7-9-24*