

**MINUTES OF THE 3 November 2025 MEETING  
OF THE COLCHESTER PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**I. ACTION ITEMS**

**A. Call to order**

Vice President N. Altenbern called the regular meeting to order at 4:27 p.m.

**B. Roll call/Determination of Quorum**

Trustees present: Steve Altenbern, April Bennett, Evan Bennett, Craig Rigg, Wanda Utter, Nicole Weaver. Also present was Library Director Debbie Sullivan.

**C. Approval of Agenda**

**D. Review/Approve Minutes of Previous Meeting**

E. Bennett/A. Bennett moved to approve the minutes of the 6 October 2025 meeting. Motion carried.

**E. Treasurer's Report**

S. Altenbern presented a report showing income in all accounts of \$10,587.23 (\$9,149.39 third tax distribution) against expenses of \$3,673.69. C. Rigg/E. Bennett moved acceptance of report. Motion carried.

**F. Bylaw changes**

C. Rigg/N. Weaver moved the following changes to the Bylaws

- a) change regular monthly meeting time to 4:30 p.m.
- b) delete Personnel and Landscaping committees no long in use;
- c) creation of a Vision Statement and Mission Statement.

Motion carried.

**G. Policy changes**

- a. E. Bennett/C. Rigg moved to discontinue fines for overdue materials. Motion carried.
- b. A. Bennett/N. Weaver moved to extend the regular materials checkout from two to three weeks, with only one-time renewal
- c. A. Bennett/E. Bennett move to limit renewals to only one time rather than the current two times

**II. DISCUSSION ITEMS**

**A. Advocacy Minute:** Trustees are urged to take advantage of available training opportunities.

**B. Circulation Issues:** Resolved in item I.G above.

**C. Christmas Around the Prairie**

- 1. Families are invited to hang wreathes on the white vinyl fence at the back of the Veterans Memorial. Hangers will be provided.
- 2. C. Rigg/E. Bennett moved that the library erect a decorated tree on the Veterans Memorial grounds (purchased from the Beardstown Christmas tree farm) with expenses not to exceed \$200. Individual snowflake ornaments, displaying calligraphy by Connor Sullivan, will be available for the public. The library will be responsible for hanging the ornaments commemorating area families.

**D. The board discussed goals for 2026.** Director Sullivan presented her list and various committee chairs presented theirs. She would like to see a more regular review of these goals.

**E. The board reviewed IPLAR statistics,** which give a overview of the services the library provides.

**III. INFORMATIONAL ITEMS**

**A. Recognition of Visitors — None**

## B. Committee Reports

1. Finance (S. Altenbern) — The committee and board members will meet with a representative for Edward Jones investments November 17 to discuss disposition of funds from the cancelled Wells Fargo account.

2. Building and Grounds (Rigg) — The local Scout group has moved out all their materials from the upstairs rooms. Some items remain — shelving, a large table, and a pew. A few items still need to be tossed. Next step is to ascertain the heating and plumbing systems as well as general clean up and repair of water damage.

3. Policy (Rigg) — Note Section I.G above about policy changes.

4. Stephen L. Roth Trust Fund (E. Bennett) — See Finance Committee report III.B.1 above.

The cancelled Wells Fargo account was the agency handling the Roth donation.

5. Special Events (N. Altenbern) — Lisa Kelly's idea of using book titles coordinated with various types of popcorn for the Christmas Around the Prairie are in place, but as of this report she is still coping with health issues. Board members are to provide products and supplies for the event.

6. Juvenile Programs (Weaver) — A "Fall Fun Day" was held October 13 with 47 children and 22 adults in attendance. It was a rewarding experience.

7. Fundraising (A. Bennett) — Tentative discussion centered on a February chocolate event in connection with Valentines Day.

8. Bylaws (Rigg) — Note Section I.F above about changes.

## C. President's Report — None

## D. Library Director's Report

1. Statistics — Director Sullivan presented monthly statistics

2. Grants

a. The STEM grant is on hold because of the federal shutdown.

b. A submitted grant request of \$5,000 is being prepared with an additional \$5,000 possible for STEM activities for children ages 6-10.

3. Information

a. Story hours are going very well with good support from attending adults.

b. Our book supplier Baker & Taylor have ceased operations. The library will need to pursue other vendors for book acquisitions.

c. Quilt block painting — Well attended by 15 participants. Proceeds were given to the library.

d. The implementation of staff meetings went well; future meetings will be done on an as-needed basis.

## E. Closed/Executive Session

## F. Items for Next Agenda

## G. Announcements and Communications

## H. Adjournment

Adjournment at 6:08.

Submitted  
Craig Rigg