

**MINUTES OF THE 5 May 2025 MEETING  
OF THE COLCHESTER PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**I. ACTION ITEMS**

**A. Call to order**

President W. Utter called the regular meeting to order at 4:05 p.m.

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

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

**C. Approval of Agenda — No revisions**

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

E. Bennett/A. Bennett moved to approve the minutes of the 7 April 2025 meeting. Motion carried.

**E. Treasurer's Report**

In Treasurer S. Altenbern's absence, a written report was submitted showing income of \$516.94 against expenses of \$4,023.50, leaving a balance of \$4,304.90 for the fiscal year, which Director Sullivan would make finishing the fiscal year in June tight, but doable. N. Weaver/E. Bennett moved acceptance of report. Motion carried.

**II. DISCUSSION ITEMS**

A. Advocacy Minute — Director Sullivan articulated the differences in services provided by RAILS and RSA and stressed the negative impact of recent federal government action on IMLS.

B. Election Canvas — Director Sullivan presented data from the April election obtained from the McDonough County Circuit Clerk website. April Bennett and Evan Bennet were sworn in as trustees to serve terms of six years.

C. BookTall Challenge — Director Sullivan is planning a community challenge for citizens to read as many books (as measured by thickness of the books) as Mayor Mark Clark is tall. She will present the program at the next Colchester City Council meeting. Concerns are how to document the book measurements (based on materials checked out?) and how to “reward” citizens for successfully meeting the challenge.

D. Budget Review — Director Sullivan will have a proposed budget prepared by June's meeting. She cautioned trustees to expect upcoming hard times due to cuts in services, grant availability, and local cost cutting versus anticipated and unanticipated building expenses.

**III. INFORMATIONAL ITEMS**

**A. Recognition of Visitors — None**

**B. Committee Reports**

**1. Finance (S. Altenbern) —**

a. The e-library subscription rate has risen from \$327 to \$500. Question was raised whether it was worth it. Director Sullivan stated that 58 e-library checkouts were placed in April.

b. The library received a donation from the Lions Club for \$300.

**2. Building and Grounds (Rigg) —**

a. Stanley Steamer cleaned the main reading room carpet.

b. The west parapet cap blew off in the March 14 windstorm. One portion is on the

ground; the other longer portion is resting on the roof.

3. Policy (Rigg) — No report
4. Stephen L. Roth Trust Fund (E. Bennett) — No report
5. Special Events (N. Altenbern) — No report
6. Juvenile Programs (Weaver) — No report
7. Fundraising (A. Bennett) — Submission for the cook book number 25 so far.
8. Bylaws (Rigg) — The Bylaws need updating related to the Library's Mission Statement.

C. President's Report — No report

D. Library Director's Report

1. Statistics — Director Sullivan presented monthly statistics via the agenda. She indicated, however, that the statistics are not complete because RAILS changed their email system. Therefore, full data has not yet been received.
2. Grants
  - a. ReThink Media — Circulation Librarian Smith is managing the grant. She has been meeting at the Mendon library for training and consultation. The Tracy grant is paying for her participation in terms of regular salary but not for transportation.
  - b. Digital Media — No word has been received about the progress on this grant.
3. Information
  - a. The library's new website is operating and looks good.
  - b. The carpet has been cleaned by Stanley Steamer at a cost of \$
  - c. A student worker from West Prairie — Alexander Hare — has been hired through Project Insight.
  - d. Venmo and PayPal accounts have been established for the library.
  - e. Monies are available from the Pat Nelson memorial.
  - f. Mulch for the south grounds was purchased for \$105, from the Arlene Sullivan memorial. Jane Reynolds is caring for the grounds.
  - g. The Market Street Grill will be closing May 23. A new venue for the Monday evening book club will be needed.
  - h. A television and DVD player has been donated to the library by Letha Clark for the Thursday afternoon Bible Study group. An easel has been provided for a white board donated by
  - i. Upcoming Events are listed in the agenda.

E. Closed/Executive Session — No action

F. Items for Next Agenda — Not listed

G. Announcements and Communications — None

H. Adjournment

E. Bennett/N. Weaver moved adjournment at 5:20 p.m.. Motion carried.

Submitted