

Odell Public Library Board of Trustees Meeting  
Wednesday, November 11, 2022

The November 11, 2022 board meeting opened at 5:31 pm in the Program Room. Board members present were Marc Adami, Heather Bush, Deb Hauptman, Jan Horberg, Anne Mills, Melissa Nyboer, Chris VanderLeest, Becky West, and Jessica Wroble. Director Meridith Layne, Assistant Director Lisa Boles, and City Administrator Brian Melton, were also in attendance.

General Business: A) Minutes of the October 12, 2022 meeting was filed as submitted. B) Bills in the amount of \$14,859.36 were approved. Motion by Nyboer, second by West. (Roll call vote-Adami yes, Bush yes, Hauptman yes, Horberg yes, Mills yes, Nyboer yes, VanderLeest yes, West yes, Wroble yes) C) The treasurer's report was discussed and filed as submitted. D) The Director's report was discussed and filed as submitted.

Unfinished Business: A) The architect was not satisfied with the chimney cap that was installed, so a new chimney cap has been ordered. The city is waiting on a warranty inspection. \$72, 615.00 remains to be reimbursed to the city for the library's portion for the roof replacement. West moved to pay \$105.00 for fascia not covered in the original bid for the roof work, second by Hauptman. (Roll call vote-Adami yes, Bush yes, Hauptman yes, Horberg yes, Mills yes, Nyboer yes, VanderLeest yes, West yes, Wroble yes) B) Nyboer moved to hire Steve Howlett, architect, to review the flooring bid and monitor the installation as needed at a cost not to exceed \$2,000.00. Second by West. (Roll call vote-Adami yes, Bush yes, Hauptman yes, Horberg yes, Mills yes, Nyboer yes, VanderLeest yes, West yes, Wroble yes) Wroble moved that the bid notice for carpet replacement (with minor changes) be published in the next two weeks, to be returned no later than 10 a.m. on December 7, 2022. Second by Nyboer. (Passed with a voice vote). C) Review of Standards for Illinois Public Libraries to meet Per Capita Requirements was postponed until the December meeting.

New Business: A) VanderLeest moved to pay Helm \$1,494.00 for repairs to the heating system. Second by Wroble (roll call vote-Adami yes, Bush yes, Hauptman yes, Horberg yes, Mills yes, Nyboer yes, VanderLeest yes, West yes, Wroble yes) B) VanderLeest moved to pay 5 Star Landscaping \$595.00 for services which include installing 8 tons of black dirt and applying grass seed to areas around the library to prevent water from pooling against the building. Second by Hauptman. (Roll call vote-Adami yes, Bush yes, Hauptman yes, Horberg yes, Mills yes, Nyboer yes, VanderLeest yes, West yes, Wroble yes) C) Because of a surplus in the payroll budget, VanderLeest moved to advance the planned increase in payroll from 1/1/23 to 11/7/22, second by Horberg. (Passed with a voice vote) D) The board reviewed the updated Capital Projects Allocations, noting that the costs have increased significantly in the last two

years. E) Treasurer VanderLeest suggested changing the CD at Farmers National bank, currently paying .5%, to a CD which pays more interest. Even with a penalty for early withdrawal, the library would see an increase of approximately \$6,000.00 with a new CD paying more interest. Nyboer moved that the monies currently being held at Farmers National Bank in a CD paying .5% interest be moved to a CD which pays a minimum of 3% interest. Second by Wroble. (roll call vote-Adami yes, Bush yes, Hauptman yes, Horberg yes, Mills yes, Nyboer yes, VanderLeest yes, West yes, Wroble yes)

Board Ideas/Concerns: none

Public Comment: none

Odell Public Library Friends' Report: The Book and Bake sale brought in just under \$2,000.00  
The sale of books continues in the library.

Closed session: none

The next meeting will be Wednesday, December 14, 2022 at 5:30 pm in the Program Room.

The meeting adjourned at 6:35 pm, motion by Hauptman, second by West. (Passed with a voice vote)

Respectfully submitted: Melissa Nyboer, Secretary