



Board of Trustees Regular Board Meeting Minutes

June 24, 2025 6:45 p.m. – 21st Century Conference Room

Call to Order: Michelle F called the meeting to order at 6:50 p.m.

Present: Jo Anne Sandman, Ken Berger, Karen Lane, Michelle Forster, Karl Schmitt, and Deb Okeson.

Also Present: Sue Stevens, Library Director, and Rebecca Mundell, Business Manager

Absent: Donna Riha

Pledge of Allegiance

Approval of the Agenda

Karl S. motioned to approve the agenda. Second: Jo Anne S. Motion carried.

Public Comments —None

Secretary's Report

Ken B. motioned to approve the minutes of the May 27, 2025, regular board meeting. Second: Karl S. Motion carried.

Treasurer's Report

Deb O. motioned to approve the May 2025, bills for payment and submit the May, 2025, financial report for audit. Second: Jo Anne S. Motion carried.

Director's Report

- The library is in good financial shape as the fiscal year ends.
- Strategic plan expenses, parking lot resealing, and new desk equipment were prepaid.
- A 3 year contract was signed with Rock River Disposal (max 5% annual increase).
- Insurance policy discussions are scheduled for June 25.
- Awaiting per capita funds from the state.
- Received two \$100 donations (one was a mistaken donation but was allowed to be kept).
- Internal job postings for Makerspace Assistant & Volunteer/Special Events Coordinator.
- Patron hotspot privileges suspended for 90 days due to repeated policy violations.

- Parking lot resealed and painted over Father's Day weekend.
- Summer Reading Program: 576 registered (7.25% increase over last year).
- Successful Rockford Rivets game event and parade plans for July 4. (line up at 12:30)
- Book bike e-assist issues being troubleshooted.
- Initial drawings received and revised; includes podcast booth and new entrance.
- Logo ideas in development for fall newsletter reveal.

Unfinished Business

- Approve 2025-2026 Working Budget for Library Services and Operations. (action item)
 - Karen L. motioned to approve the agenda. Second: Karl S. Motion carried.

New Business

- Approve vendor list for Electronic Fund Transfers for FY 20252026. (action item)
 - Karl S. motioned to approve the agenda. Second: Ken B. Motion carried.
- Approve authorized credit card users and limits for FY 20252026. (action item)
 - Deb O. motioned to approve the agenda. Second: Jo Anne S. Motion carried.
- Review (color-coded) tentative Budget & Appropriations for next year. (discussion item)

Announcements

- none

Adjournment

Ken B motioned to adjourn. Second: Karen L. Motion carried. The meeting was adjourned at 8:05 p.m.

Next Meeting: Tuesday, July 22, 2025; 6:45 p.m.