**Minutes of the Month Meeting of the Board of Trustees Petersburg Public Library**

*Monday, February 12, 2024, 5:30pm*

**Attendees:** *Tiffany West, Tina Marie Williamson, David Reiser, Megan Loberg-Simmering, Deb Peters, Pam Warren, & Carrie Winkelmann.*

* January 8th meeting minutes were reviewed by the board. Motion to approve by David Reiser. Seconded by Pam Warren. Passed.
* The financial Report for January was reviewed. Motion to approve by Tina Marie Williamson. Seconded by Megan Loberg-Simmering. Passed.

**Library Director Report for January:**

1. **Circulation & Attendance**
* Circulation reports for January were reviewed. The total number of check-outs/renewals for January was 3388 with 895 people entering the library.
1. **Grant Updates**
* Winkelmann reported that the ISL Construction Grant application has been placed on hold until 2024.
* Winkelmann reported the PNG classes started back up in February and will continue every Tuesday and Wednesday through mid-May. The state is coming to visit and view our program on Wednesday, February 14th.
1. **Building Update**
* Winkelmann reported that the contractor is waiting on a particular tool to finish the upstairs trim for interior windows and will move to work on the basement window trim after.
* Winkelmann reported that a gas leak/furnace exhaust blowback issue was reported and repaired in January.
* Winkelmann reported that the library received an email from the State of Illinois to enquire about the library’s internet use. The purpose of this inquiry is to address the need for accessible internet availability in communities. The internet speed that the library uses is contingent on the internet provider *(Cass Communications)*, which services the library at zero cost. In conclusion, the internet available at the library is working as it should and strengthened relationships with Cass Communication.
1. **Microfilm Project**
* Winkelmann reported that our microfilm collection is still out of the building. When it returns plans will move forward to digitize the collection.
1. **Eclipse Material Promotion**
* Winkelmann reported that an activity is planned for the eclipse occurring on April 8th, 2024. The library will be closed on April 8th so free eclipse glasses will be offered and advertised the week before.
* Board member, Pam Warren will be representing the library on March 6th at the Illinois State Library sponsored learning event, “Solar Science for Librarians”. She has been chosen as a solar ambassador and will be working to do some programming here at the library.

**Old Business:**

1. **CONGRATULATIONS** to board member, Pam Warren on her very impressive appearance on Jeopardy, Tuesday, January 9th, 2024! You represented your community well!!
2. Evaluation of Library Director
* Board Member, David Reiser highlighted librarian Carrie Winkelman’s MANY accomplishments over the past year.
* Reports from board members mirrored those highlights with compliments and words confirming that all expectations were exceeded.

**New Business:**

1. Policy Manual
* Secretary and board member, Tina Marie Williamson addressed the need for pathways for updating the policy manual. Board members are asked to have ideas ready to share at the March meeting.

**Executive Session:**

**Adjournment:**

With no further business, there was a motion to adjourn by Tina Marie Williamson. Seconded by David Reiser. Meeting adjourned 6:20pm.