

Kewanee Public Library District  
Regular Meeting, April 15, 2024  
Community Room 4:00

**1. Call to order:**

Members Present: John Sayers, President; Ruth Kapacinskas, Vice President; Lea Eastman, Treasurer; Norma Good, Secretary; Vanessa Fite, Jessica Fornander and Sarah Hughes. Also present: Cynthia Maxwell, Director; Kit Layman and Gin Aldridge.

President Sayers opened the meeting at 4:00 p.m.

**2. Public Comments:** None

**3. Approval of the minutes:**

Secretary minutes for March 11, 2024, were reviewed. Kapacinskas moved and Fite seconded that the minutes be accepted as corrected. RESOLVED, THAT THE MINUTES FOR MARCH 15, 2024 KEWANEE PUBLIC LIBRARY BOARD OF TRUSTEES MEETING BE ACCEPTED. Motion passed.

**4. Budget Report:** Treasurer reviewed the financial budget report. She explained the accounts so far. All look good.

**5. Approval of bills.**

A motion was made Eastman and seconded by Good to approve the payment of payroll and bills as presented. RESOLVED, THAT THE PAYMENT OF THE PAYROLL IN THE AMOUNT OF \$36,115.53 AND BILLS IN THE AMOUNT OF \$22,354.78 BE ACCEPTED. Motion passed.

**6. Department Reports:**

Director Maxwell presented her report. She reviewed activities for the month. She reviewed all the department reports and overall library happenings, both passive (such as the jigsaw puzzle in main room) and active such as book clubs, crafts, speakers. Reminder of Summer Reading plans. Graphic novels are very popular. Update on RAILS becoming a government agency July 1—same services as before. The Director discussed all the records (retention and destruction.) All has to be approved by the state and we are in the queue. Kit Layman explained need for Meeting Owl. Good moved and Eastman seconded the purchase once it was run by Tom Baumgartner and the

Technology Plan. RESOLVED: PURCHASE OF NESTING OWL AFTER APPROVAL TECHNOLOGY CONSULTANT. Motion approved.

**7. Old Business:** None.

**9. New Business:**

Approval of Youth Services Department Job Descriptions postponed until next month.  
Non-resident card tabled till next month.

Eastman moved and Kapacinskas seconded adding Director Maxwell to Petty Cash Fund and Library's credit card. RESOLVED, DIRECTOR CYNTHIA MAXWELL ADDED TO PETTY CASH FUND AND LIBRARY'S CREDIT CARD. Motion passed.

Fite moved and Kapacinskas seconded removing Barbara Love's name from the above. RESOLVED, FORMER DIRECTOR BARBARA LOVE'S NAME BE REMOVED FROM CREDIT CARD. Motion passed.

**10. Correspondence:**

None

**11. Announcements**

Agenda Building: Discussion of future open house, Kewanee Voice archiving.

Next board meeting: May 13, 2024.

**12. Adjournment**

Fite moved and Fornander seconded meeting be adjourned. 5:08

Norma Good, Secretary