

BROWN COUNTY PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING
106 SW Cross St., Mt. Sterling, IL August 20, 2025 9:00AM

President Flynn call the meeting to order at 9:00 a.m. **Present:** Jeremy Flynn, Alex Geisler, Mary Anne Kerley, Sam Reich, Margaret Scranton, Sharon Teefey, Linda Wade, Richard Young, Director.

Absent: none There was no public comment.

Motion by Teefey, second by Wade to approve **July 16, 2025 Board meeting minutes**. Motion carried.

Motion by Geisler, second by Kerley to approve **new library construction bills:** Adams Experts: \$1,000; Dewberry Architects: \$63.43; Gabella Farm LLC: \$5,9379.26. Flynn-yes; Geisler-yes; Kerley-yes; Reich-yes; Scranton-yes; Teefey-yes; Wade-yes. Motion carried.

Motion by Reich, second by Wade to approve the **regular August 2025 monthly bills**. Motion carried.

Financial Statements: (Budget Analysis & Management) July 2025 - Young

Marketing Report (Worstell); **Programming Report** (Reich): July 2025

Director's Report - August 2025 - Young

Monthly statistics - July 2025

COMMITTEE REPORTS:

Finance Committee: none

Personnel Committee: none

Building/Grounds Committee: none

OLD BUSINESS:

FYI: Update- Flynn is working with Century Signs of Quincy for designing the **front monument sign**.

FYI: Update - **Overhang of the drive-up repair** by Jared Bean Construction is to be completed

FYI: **Sexual Assault Prevention training** has been completed by all staff and Board of Trustees

FYI: Update - **Advantage Archives** has completed years 2022 and 2023 of the Democrat Message

Update - **Employee Handbook** (5.12 Bereavement Leave) update to reflect inclusion of 5 days paid leave.

Motion by Geisler, second by Wade to retain original Bereavement Policy. Motion carried.

Other - none

NEW BUSINESS:

- Motion by Geisler, second by Kerley to hire West Central Insurance Agency for our **Treasurer Bond Insurance** at \$435.00 annual fee, as required. Motion carried. Wade abstained.

- Motion by Teefey, second by Geisler, to **purchase an AED**, using new building funds (training by Brown County Public Health Department Admin. Betty Coonrod). Motion carried.

- Motion by Teefey, second by Flynn to **acquire Narcan** for library use, with training by Brown County Public Health Department Admin.. Motion carried.

- Motion by Geisler, second by Teefey to accept Stericycle, INC (shredit.com) up to \$350.00 to destroy State Archived approved, **old records**. Motion carried.

- **Job Descriptions** for all library staff, and new volunteer form adoption: TABLED

- Motion by Scranton, second by Geisler to approve **Maintenance Ordinance (FY 26-02)** for July 1, 2025 - June 30, 2025. Motion carried.

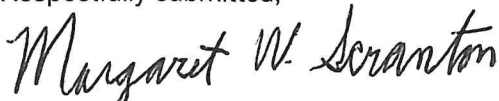
OTHER:

Next regularly **scheduled Board of Trustees meeting** - Sept. 17, 2025, at 9:00 a.m.

Special Meeting of the Board of Trustees (adopting FY26 Budget & Appropriation Ordinance) - Monday, Sept 22, 2025, at 9:00 a.m.

Meeting adjourned at 10:00 a.m.

Respectfully submitted,



Margaret W. Scranton, Secretary