

**1. Call to Order, Roll Call, and Declaration of Quorum**

*The meeting was called to order by Vice President DeFord at 6:30pm.  
Present: Trustees Conlin, DeFord, Ditchfield, Mason-Smith, Villafana, Williams.  
Absent: Trustee Hawn.  
A quorum was present.*

**2. Approval of Agenda – Motion to accept the agenda for Wednesday, July 24, 2024.**

*Motion to approve: Trustee Villafana  
Second to Motion: Trustee Conlin  
Vote: [voice vote]  
Ayes: all  
Nays: none  
Absent: Trustee Hawn  
Result: Motion carried.*

**3. Board Officer Reports**

**A. Secretary's Report**

- Motion to accept the minutes for the June 26, 2024 monthly meeting.*

*Motion to approve: Trustee Mason-Smith  
Second to Motion: Trustee Conlin  
Vote: [voice vote]  
Ayes: all  
Nays: none  
Absent: Trustee Hawn  
Result: Motion carried.*

**B. President's Report**

*No report – President Hawn was not present.*

**C. Treasurer's Report**

- Motion to accept Claim Ordinance #604 in the amount of \$43,914.74.*

*Motion to approve: Trustee Conlin  
Second to Motion: Trustee Villafana  
Vote: [roll call vote]  
Ayes: Trustees Conlin, DeFord, Ditchfield, Mason-Smith, Villafana, Williams.  
Nays: none  
Absent: Trustee Hawn  
Result: Motion carried.*

Treasurer Conlin shared with the Board that paperwork to add Trustee Ditchfield as a signor on the General Fund had been submitted to the bank and that the annual premium for the surety bond for the Treasurer had been paid to IRMA.

#### **4. Acknowledgement of Audience and Public Participation**

The audience was recognized. Village Trustee Roger Thomas, Director Cox, and Assistant Director La Barbera were present. There were no questions/comments from the audience at this time.

#### **5. Library Director's Report**

##### **A. Library Report & Updates**

The Director presented the library report. Director Cox shared that the community survey, which is a part of the strategic planning process, was made available July 1<sup>st</sup> and will continue to be available to the public until Saturday, August 17<sup>th</sup>. The survey is available in English and Spanish, physically and online. Thus far, the library has received approximately 100 responses from the public. The library will have the survey available on August 11<sup>th</sup> at the Fun Fest.

Director Cox informed the board that the security camera that was briefly discussed in May had now been installed by Current Technology. The camera is mounted outside the library and captures the east staff entrance. Footage from the camera is currently saved remotely for 90 days, and a live feed will be available to all staff via a browser at any staff PC. The installation is intended to contribute to staff safety, particularly in the evenings as staff prepare to leave. It was asked if there are currently other cameras in the library. Director Cox shared that there are not, though the system allows for additional cameras to be added in the future should the library see the need.

It was shared with the Board that the library is fortunate to have a teen volunteer for programs this summer. Tierra has helped with primarily youth programming and senior outreach efforts. Finally, Director Cox reminded the Board that August 11<sup>th</sup> was both the Centennial Parade as well as the annual Fun Fest. Board members were invited to volunteer for one and/or both of these events.

The Director also shared that the library will host a 'roundtable' discussion with other community groups this Saturday (7/27). The Board briefly discussed coordination with other groups in the community.

The receptacle at the Story Walk intended for coloring sheets was mentioned. Director Cox agreed that it had fallen into disrepair and would be removed the next time library staff serviced the Story Walk.

#### **6. Committee Reports**

**A. Building Committee Report** (No report)

**B. Finance Committee Report** (No report)

**C. Policy Committee**

1. *Motion to accept the draft Youth Policy as presented and initially accepted at the June 26<sup>th</sup>, 2024 Regular Meeting.*

*Motion to approve: Trustee DeFord  
Second to Motion: Trustee Villafana  
Vote: [roll call vote]  
Ayes: Trustees Conlin, DeFord, Ditchfield, Mason-Smith, Villafana, Williams.  
Nays: none  
Absent: Trustee Hawn  
Result: Motion carried.*

**D. Personnel Committee** (No report)

**E. Technology Committee** (No report)

**7. Unfinished Business** (No unfinished business)

**8. New Business**

*Director Cox informed the Board that the payment for this year's Per Capita Grant had been received and that the Board would begin to see expenses related to that grant in the coming ordinances. The two broad categories of focus this year are 1) promotions and publicity of library programs and services, including adding a second television monitor of monthly announcements to the front entrance; and 2) language and arts/crafts learning, likely to include database subscription costs.*

**9. Adjourn to Closed Session** (No Closed Session)

**10. Adjournment**

*Motion to adjourn: Trustee DeFord  
Second to Motion: Trustee Conlin  
Vote: [voice vote]  
Ayes: all  
Nays: none  
Absent: Trustee Hawn  
Result: Motion carried.*

*The meeting was adjourned at 6:58pm.*