

Clifton Public Library Board Meeting

Proposed Agenda for 9/9/2026

7:00 PM

1. WELCOME
2. ROLL CALL
3. APPROVAL OF MINUTES
4. TREASURER'S REPORT
5. BILLS & INVOICES
6. LIBRARY RELOCATION
7. COMMUNICATIONS - Illinois Heartland Library System
8. UNFINISHED BUSINESS
 - a. Village Board Meeting
9. NEW BUSINESS
 - a. Library Report - Tia Varns
10. MISCELLANEOUS
11. ADJOURNMENT
 - a. Next tentative meeting date is October 14, 2026 @ 7:00PM.

Clifton Public Library Board Meeting

8/12/2026

1. Welcome – Meeting was called to order at 7:00pm
2. Roll Call – Board Members present: Sara Faulkner, Vicky Shell, Carol LeClaire, and Liz Wauthier. Tia Varns, head Library Clerk, was also present.
3. Secretary's Report – Meeting minutes from the June 10, 2026 meeting were reviewed. A motion was made to accept the minutes by Liz and seconded by Carol. Minutes were approved.
4. Little Public Library Report – Tia reported that the total amount spent was \$5,932.49 and the total income brought in was \$5,670.00. A motion was made to accept the report by Carol and seconded by Vicky. Report was approved.
5. Treasurer's Report – Deferred until the September meeting.
6. Bills & Invoices –

Bills

- a. Staples: miscellaneous supplies for \$1.30
- b. Overdrive yearly subscription for \$197.25
- c. 2025 per capita grant spending for \$1994.20
- d. EDF renewables reward (used to buy video games, prizes, improvements to children's section for \$3000.00
- e. IHLS yearly fees for \$1700.00
- f. Postage for \$4.96
- g. Toner for \$93.09
- h. OCLC fee for \$273.47
- i. Stamps for \$16.40
- j. ILA fee for \$85.00

The total for Bills and invoices was \$7,365.67.

Income – Per Capita grant check for \$2298.40

A motion was made to accept the bills and invoices by Vicky and seconded by Liz. Bills and invoices were approved.

7. Communications – The Illinois Heartland Library System newsletter was sent out via email prior to the meeting.
8. Unfinished Business –

Village Board Meeting – Sara, Carol, & Tia attended the board meeting on 8/10/26. The Village is looking into purchasing a building on Main Street to move the library. We discussed and decided to let the Village know that we are in agreement about moving forward with the inspection of the building. We are going to go look at the building together on 8/20/26. Carol will report back to the Village.

9. New Business – Tia gave the Library Report...
 - a. Brenda and Carol need to complete the FOIA training

- b. Mia G., one of our library clerks, submitted her resignation letter. Tia reports that another clerk will be able to pick up some extra hours so no one else will need to be hired at this time.
- c. Standards for Public Libraries, Chapters 1-3 were discussed...
 - i. Chapter 1 – Access: We have updated signage for collections throughout the library and bean bag chairs have been added to the children’s area
 - ii. Chapter 2 – Advocacy & Community engagement: Next year we will get more involved in the Clifton Fun Days
 - iii. Chapter 3 – Buildings & Grounds: We’ve made an attempt to address the mold issues and we are looking at moving into a new building.
- d. June/July/August Events –
 - i. June Lego Stem event: 2 kids and their parents attended
 - ii. July Book Sale: made \$7.50
 - iii. July training: Andrea Sellers trained staff on the new circulation program
 - iv. July Electrical Circuits stem event (4-H): 4 kids and 2 adults attended
 - v. July Space theme Storytime: 8 kids and 5 adults attended
 - vi. July Summer Reading party
 - vii. August Card Bingo: 3 adults attended
 - viii. Upcoming event: Minecraft Party on 8/22/26

A motion was made to approve the library report by Vicky and seconded by Liz. The library report was approved.

- 10. First Trust Accounts – Since Vicky has stepped down from the President position, her name will be removed from the First Trust accounts. Sara Faulkner’s name will be added. A motion was made to approve the removal of Vicky’s name and the addition of Sara’s name to the First Trust accounts by Carol and seconded by Liz and all approved.
- 11. Miscellaneous
 - a. Meeting Day – Deferred until next meeting since we did not have all members present to discuss.
- 12. Adjournment – The meeting was adjourned at 8:48pm. A motion was made to adjourn the meeting by Carol and seconded by Liz; approved by all. The next meeting will be September 9, 2026 at 7:00pm.