ZEIGLER LIBRARY BOARD - AGENDA ITEMS

March 17, 2026

I. Call to order	**Time: 6:17 pm**

II. Roll Call

Board Members Present:

Briana Bean	☒
Scott McGraw	☒
Windy Morgan	☒
Christina Fenner	☒
James Mueller	☒

Staff: Erin Wetterlin

Public visitors: Andrew Johnson

III. Minutes Approval

Recommended motion: I move: that the meeting minutes of 2/17/26 be adopted as read.

Motion by:	Scott McGraw		
Second:	Windy Morgan		
Briana Bean	Y ☒	N ☐	A ☐
Christina Fenner	Y ☒	N ☐	A ☐
Scott McGraw	Y ☒	N ☐	A ☐
Windy Morgan	Y ☒	N ☐	A ☐
James Mueller	Y ☒	N ☐	A ☐

I. Treasurer's Report

Recommended motion: I move: that the Treasurer's Report presented at 3/17/26 be adopted as read.

Motion by:	Christina Fenner		
Second:	Briana Bean		
Briana Bean	Y ☒	N ☐	A ☐
Christina Fenner	Y ☒	N ☐	A ☐
Scott McGraw	Y ☒	N ☐	A ☐
Windy Morgan	Y ☒	N ☐	A ☐
James Mueller	Y ☒	N ☐	A ☐

a. Issue with Meta Business account to be discussed by Christina. Charge was made and refunded by UW Health. Need to transfer to our bank account.

Action Items: Send online receipts to Scott (Christina Fenner)

$700 left to get Adobe or another pdf software for patrons

IV. Librarian's Report

a. See Attached
b. Follow Up Items:
   - Staff bar code certified: Sherri has signed up and Seirra has yet to sign up
   - ILLINET Traffic Survey needs to be filled out by March: Done
   - Additional employee hours: Christina spoke with Chris and the city will send us an invoice, and we can pay it at city hall. He could tell me percentages but not totals so we can see that total on the invoice for the next pay period.
   - Training Dr Tara Chambers mental health first aid training and action sheet
   - Committee to plan Library Week (Flier for Brick club 25th April. 1 - 6) ages 4+

II. Old Business

a. New computers are in. Application has been filled out, and we are under evaluation with Microsoft for nonprofit free access status.
b. Employee extended hours
c. Create a campaign for the memorial stones (American monuments see pricing) $100 – $200
   - Online store with stones
   - Character that can go on stone (American Monument)
   - Is it a stocking item and shipping time
   - Director will order the stones
   - Social announcement
d. Creating an endowment at Southern Illinois Comm Foundation waiting for response to meeting set up.
e. Outdoor movies plan - Create a task list and timeline
   June 20th - July 18th Outdoor movie night 8pm start time
   Jurassic Park: New Dinosaurs books to feature
   Back to the Future: Deloria Lego Kit Raffel

   Community garden project
   - Any updates on working with Betty Freemen and Cathy Hewitt. We would till, provide seeds and fencing. Windy to contact Cathy.
   - Event proposal written by Christina see attached.
   - Opening event set a date. Opening date April 18th 1:30
   - Follow up on someone to plow the land. James may have a person.
   - Create pallet fence and do mural. Can James drop the pallets behind the library so we can start painting. Alos need to figure posts to slide the pallets onto.
f. Follow up on employee personal manual and will include sex harassment rules and regulations there.: Scott is working on creating the document in sections so the board can review them in segments. Note that is just a personnel manual and not a contract with a separate library policy.
g. Post to call for new board members: Christina
h. Sending postcards to attain emails: Staff

i. Summer reading list:
   - Meeting with principles to talk about how we can work with them: Windy
   - Creating events and staff will be creating a poster to track results
   - Ms Gamble is working with Scott on helping us get better STEP collection
   - Windy follow up with Miss Joy or Miss Gamble
   - Set up school visit time

j. Find out when book is fair. Have a table. Windy and Christina 4pm March 24 th

k. Easter egg hunt March 28th Set up signs outside for the movie *Hop (Create poster)*

III. Facility

a. Scott is renewing Clear Wave for one year and is still waiting on rebate from last year complete still working on rebate confirmation.

b. Majestic Enterprize timeline update (April)

c. Painting project outside update James to get bids $150 Coper

IV. New Business

Jason: Camera assessment and pricing

V. Adjourn Meeting

Recommended motion: I move: that we adjourn the meeting.

Time: 8:11pm

Motion by:	Christina Fenner		
Second:	Briana Bean		
Briana Bean	Y ☒	N ☐	A ☐
Christina Fenner	Y ☒	N ☐	A ☐
Scott McGraw	Y ☒	N ☐	A ☐
Windy Morgan	Y ☒	N ☐	A ☐
James Mueller	Y ☒	N ☐	A ☐

VI. Executive Session

Time: 8:15 pm – 8:26

Staff attendance policy:

- 24 notices unless emergency
- Leaving early without prior approval is immediate dismissal

Motion by:	Christina Fenner		
Second:	Briana Bean		
Briana Bean	Y ☒	N ☐	A ☐
Christina Fenner	Y ☒	N ☐	A ☐
Scott McGraw	Y ☒	N ☐	A ☐
Windy Morgan	Y ☒	N ☐	A ☐
James Mueller	Y ☒	N ☐	A ☐