ZEIGLER LIBRARY BOARD - AGENDA ITEMS

January 20, 2026

I. Call to order	**Time:** 6:10

II. Roll Call

Board Members Present: **Staff:** Erin Wetterlin, Director, Sheri

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

III. Minutes Approval

Recommended motion: I move: that the meeting minutes of 12/16/25 be adopted as read.

Motion by:	Brianna Bean		
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 ☐

IV. Treasurer's Report

Recommended motion: I move: that the Treasurer's Report presented at 1/20/26 be adopted as read.

Motion by:	Christina Fenner		
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 ☐

V. Librarian's Report

See Attached

Christina will send a link to Open Meeting training.

a. I move: that print fees are waved for student / school projects at the degression of the staff

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 ☐

b. Sheri is concerned about safety and wants to know if they can ask people to leave. Board noted that they can ask people to leave if they feel unsafe

c. Sher has concerns about hours are being split
I move: Motion to proceed with additional 5 hours a week to cost to be determined with a letter of agreement with the city of Zeigler.
Erin and Christina to negotiate with Chris
- What is the cost per hour for an employee work/ comp
- We are adding five more hours.
- Letter of agreement.
- Notified in writing if increases.

Motionby:	Scott McGraw		
Second:	Christina Fenner		
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. Old Business

a. New computer updates
James contacted Jason and computers are purchased. 26+ cheaper! He will be in the next few weeks to install.

b. Snow day staff should call Erin if they cannot come in and they can work those hours later if they want

c. Venmo and PayPal (Brainna and Christina need to set up)

Action Item:

- Research and make a sign to let kids know to stay safe and speak to librarian if they feel unsafe on computer
- Create memorial stones page and store.

d. Create a campaign for the memorial stones (American monuments see pricing) $100 – $200
    - Online store with stones
e. Serial number of file cabinet for lock (Scott)
   Scott is on it and is ordering keys
f. Creating an endowment at Southern Illinois Comm Foundation
    i. Christina made contact and set up a meeting. Friday 30th
g. Active board recruitment ideas
   New year new can do a post on what we accomplish and then ask others to join
h. Survey: Public opinion on library needs
    i. Create list of questions
        1. Book selection (genera)
        2. Events you would attend (classes, games, gardening classes)
        3. Games you enjoy
        4. Movie night options
        5. Software you would like to have access
i. Christina is working with Erin on social plan
    i. Created annual social media budget (see attached)

Recommended motion: I move that the social media budget presented at 1/20/26 be approved

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 ☐

Discussed using emails or sending post cards to attain emails

Discussed having outdoor movies.

j. Community garden project (see Harrisburg) Team up with Benton 4H see Zeigler Outdoors - Cathy Hewit. James wants to move forward and work with Betty Freemen and Cathy Hewitt. We would till, provide seeds and fencing. Windy to contact Cathy.
k. Discussed getting meeting with principles to talk about how we can work with them. Summer reading list
l. Open Meetings Act Training Certification for 2025 and 26 must be completed by board. Noted that sexual

- Post to call for new board members
- Southern Illinois Comm Foundation meeting. Friday 30th
- Sending post cards to attain emails

harassment is needed too. Scott notes that in working on the employee personal manual and will include sex harassment rules and regulations there.

VII. Facility

a. Mold/kitchen nothing new to report
b. Sell commuters on govdeals.com wait until new computers come in.
c. James may have shelves we can use for movies.

VIII. New Business

d. Kate Kite will be visiting the library in person again on **February 5th**. New director visit. Wants to make everything you need.

IX. Adjourn Meeting

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

Time:

Motion by:	Christna Fenner		
Second:	Scott McGraw		
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 ☐

X. Recommended motion: I move: that we open an executive session

Motion to open by:	Scott McGraw		
Second:	Christina Fenner		
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 ☐
Motion to end by:	Scott McGraw		
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 ☐