

**EVANS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF MEETING OF TUESDAY, NOVEMBER 12, 2025**

Call to Order

President Joanna Helm called the regular monthly meeting to order at 7:00 pm at the library. Present were Helm, Deb Durbin, Randy Edwards, Chuck Hutson, Kim Shanks and library director Jessica Blain. Gabriel Emerick and Neil Krutsinger were absent.

Reading and Approval of Minutes

Edwards moved the minutes of the previous meeting be approved. Hutson seconded this. Motion carried unanimously.

Communications

Two window washing estimates were received.

Bills To Be Paid

Blain handed the list of bills to be paid. The Board reviewed the list of bills to be paid. Durbin moved the bills be paid as presented; seconded by Shanks. Motion passed unanimously.

Reports

Financial Reports A-C were reviewed. The financial reports will be filed for audit.

Blain presented the library director's report including the circulation report and materials budget.

The Finance Committee had no report.

The Policy & Personnel Committee reported that they had met prior to the Board meeting. The committee recommended that for the Staff Christmas party, the library close at 12pm on December 23rd. The committee recommended that the staff Christmas gifts be purchased, library employees working less than 30 hours per week receive a Visa gift certificate of \$100 and the employees working 30 hours or more per week receive a Visa gift certificate of \$150. The committee recommended that the 2026 holidays be approved as follows:

HOLIDAY	DATE DAY	STATUS
NEW YEAR'S DAY	JAN.1 THURSDAY	CLOSED
MARTIN LUTHER KING'S	JAN.19 MONDAY	CLOSED
PRESIDENTS' DAY	FEB. 16 MONDAY	CLOSED
MEMORIAL DAY	MAY 25 MONDAY	CLOSED
JUNETEENTH	JUNE 19 FRIDAY	CLOSED
INDEPENDENCE DAY (OBSERVED)	JULY 3 FRIDAY	CLOSED
INDEPENDENCE DAY	JULY 4 SATURDAY	CLOSED
LABOR DAY	SEPT. 7 MONDAY	CLOSED
COLUMBUS DAY	OCT. 12 MONDAY	CLOSED
VETERANS' DAY	NOV. 11 WED.	CLOSED
THANKSGIVING	NOV. 26 THURSDAY	CLOSED
DAY AFTER	NOV. 27 FRIDAY	CLOSED
CHRISTMAS EVE	DEC. 24 THURSDAY	CLOSED
CHRISTMAS	DEC. 25 FRIDAY	CLOSED
CHRISTMAS Day after	DEC. 26 SATURDAY	CLOSED
NEW YEAR'S EVE	DEC. 31 THURSDAY	CLOSE at 3p

The committee also recommended closing the library for staff training from 8:30-2:00pm on Monday, December 8th. The library would be open from 2-7pm.

The recommendations passed unanimously.

The Building Committee had no report.

New Business

Blain presented two window washing estimates. Hutson moved to approve the estimate for \$526 that included washing all inside and outside windows, including the office areas. Edwards seconded. Motion passed unanimously.

The Board reviewed Chapter 9, “Public Services: Reference and Reader’s Advisory Services” in *Serving Our Public: Standards for Illinois Public Libraries 2.0*.

The Board reviewed Chapter 10, “Programming” in *Serving Our Public: Standards for Illinois Public Libraries 2.0*.

The meeting adjourned at 7:26 pm.