

Talcott Free Library Board Meeting

Monday, November 17, 2025

Members Present: D. Garlow, R. Geddeis, G. Kovanda, H. Lombardo, M. Lindt, N. Kelley, T. Garlow

Members of the Public: 5

The meeting was called to order at 7:00pm by President Kovanda. The Pledge of Allegiance was recited.

Public Comment: 2

Secretary's Report: T. Garlow moved, and M. Lindt seconded, to approve the minutes of the October 2025 meeting as presented. Motion passed unanimously.

Treasurer's Report: N. Kelley moved, and H. Lombardo seconded to approve the treasurer report. Passed unanimously. M. Lindt moved, G. Kovanda seconded to approve the Levy Ordinance 2025-04. Passed unanimously.

Librarian's Report: D. Garlow moved, and R. Geddeis seconded, to approve this report and the payment of current bills. Motion was approved unanimously.

Director's update: Completed the audit by answering final questions via email, planned and held a staff meeting – we completed two activities from our activity plan, creating customer service guidelines and a marketing procedure, started working on the annual Per Capita grant, completed E-rate form 470 with help from our e-rate consultant, updated website and put out signage and posts regarding the sudden app change for eRead IL due to the closure of Baker & Taylor. Also supported staff in training use of our new book vendor Ingram. Attended 9 online classes/webinars, and attended 7 In-person conferences/meetings.

Building and Grounds report: 1) Gutter and second-story repair ongoing. 2) Automation of restroom doors ongoing, quote for \$9,230 that we budgeted for.

Unfinished Business: None

New Business: 1) R. Geddeis moved, G. Kovanda seconded to approve the new insurance broker/coverage. Motion approved unanimously. 2) All policies tabled until all updates are finalized to present to the full board for approval. 3) Training discussion: ILA Robert's Rules of Order was attended by Geddeis

Adjournment: T. Garlow moved, M. Lindt seconded, to adjourn the meeting. Unanimous approval. Adjournment at 8:04 pm. Submitted by H. Lombardo, Secretary