

New Baden Library Board Minutes
New Baden, IL 62265
November 21, 2022

Meeting called to order at 6:35 p.m. by Jo.

Member's present were: Jo Stroot, Vince Haun, Vivian Bossler, Judy Baehr, Travis Santel, Vicki, the Librarian. Absent were Diane Hoerchler and Jennifer Hendren.

Librarian Report:

-Vicki distributed the October 2022 Librarian reports to board members and the reports were reviewed.

-Vicki went over and recapped the activities that took place in October. Trick or Treat in the Park on October 21st was a success with around 800 kids coming through this year. She stated they have enough book marks left over to use again next year and will then only need to purchase candy for the event. The Village Wide Yard Sale took place on October 22nd. The library made \$221 by participating in the Village wide sale. The 4th annual Library Crawl took place during the full month of October. The library saw an increased number in patrons from other libraries visiting our library and with our patrons participating in the event. The library had 100+ visitors during the event and ran out of the purchased gift for this year so gave out pens left over from last year. They also made up special little bags to give to the young patrons who came in to the library during the crawl. Vicki is planning next years gift of a magnetic calendar that will say It's Always a Good Day to Visit the Library. She is investigating costs from various vendors.

-The library participated in the Festival of Trees and the tree they created is now on display in the entry of the library.

-Family Reading Night was held Thursday, November 17th and had 44 attending (23 children and 21 adults plus 2 dogs). Everyone had a great time and the dogs were well behaved and a real treat for the children. Refreshments were served; dog bone shaped cookies that Jinee Stewart made along with water, drink boxes and apple cider to drink. Each child went home with a gift bag that had a coloring poster, stickers, book mark, removable tattoo and a small stuffed dog with an I Love to Read shirt on it.

-Carpet cleaning was done on November 11th and the carpets look amazing. The company was amazing and very professional.

-Julie Edwards and Dale Edwards came to the library on a Friday morning in October and cleaned out the gutters. They also unclogged a downspout. Hopefully they will be functioning better now.

-Vicki reminded the board that Story Time on the Polar Express will take place Wednesday, December 14th from 6:30 pm to 7:30 pm.

-Vicki is working on the Per Capita Grant which is due in January, 2023. She went over the sections of the Serving Our Public 4.0 Standards for Illinois Public Libraries requirements for the board. They have also been scanned and sent to the board members.

-Vicki notified the board that Rhonda Siegried has resigned her position and her last day will be November 22, 2022.

-The tax levy was taken to Village Hall in October after the October board meeting. Vivian asked Vicki if she thought our numbers have recovered from the pandemic. It is hard to determine fully but the numbers appear to be up significantly over the past few months.

Secretary's Report:

October minutes were reviewed. Vivian motioned for October minutes to be approved. Judy second. Minutes were approved.

Treasurer's Report:

Treasurer's Report for October was reviewed.

- There was \$2190.83 to be added to the bills to be approved for November.
- Vince made a motion to approve the October 2022 financial reports and pay November 2022 bills totaling \$7583.08. Judy second. Treasurer's report was approved.

Old Business

- Vicki handed out the approved Policies and Procedures manual to all board members present.
- The library is offering amnesty for materials during the month of November.
- Vicki provided a list of holiday closings for 2023.
- Vicki submitted the Records Disposal Certificate to the Secretary of State's office for approval for the year.
- Vicki reported the library now has pepper spray for the staff to use in an emergency. She has not had a chance to talk to the Chief of Police regarding a panic button.

New Business

- Vicki presented a fund raiser of trees made from books. She will be promoting the trees for a suggested donation of \$10 or \$15 depending on the tree in December.
- Vicki received the annual bill from the Pest Guys to be paid now in order to save \$20 on the cost. Vivian will add it to the December bills.
- Vicki asked the board to consider at some point in investing in a color laser printer. There are so many projects that require being printed on cardstock in color and the inkjet printer will not print on cardstock. The printer will be for library staff use only at this time. Vince made a motion to purchase a color laser printer for \$300. Judy second. Motion approved to purchase the printer.
- Vince made a motion to purchase gift cards from Market Center for Christmas, gift certificates from Red Porch (purchased in September for young adult library cards) and cookies from the St. George Youth Group. Travis second. Approved.
- Vince made a motion not to have a meeting in December. Judy second. Approved.
- Vince motioned for meeting adjournment. Judy second. Meeting adjourned.
- Next monthly meeting will be January 16, 2023, 6:30 PM.

Respectively,

Vicki Obermann for Diane Hoerchler, Secretary