

New Baden Library Board Minutes
New Baden, IL 62265
January 16, 2023

Meeting called to order at 6:33 p.m. by Jo.

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

Librarian Report:

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

-Vicki went over and recapped the activities that took place in November and December. Numbers are up for Nov and Dec even compared to numbers before covid. Bulletin boards were changed from fall to winter. Board member Travis Santel changed the furnace filters. The Story Time Polar Express was a big hit with over 60 people attending. Everybody had a good time, and they are working on next year's event which will feature the Grinch.

-Completed this month were the Per Capita Grant, the ILINET Traffic Survey, and the annual Library certification.

-January is our Amnesty program. This year we are offering patrons to bring in food donations for fines over \$2.00. Letters were mailed for fines and overdue materials.

-Effective Jan 10 our Amazon account is not good. There is an Amazon Business Essential Vicki joined to possibly get monthly invoices. Jo suggested an Amazon credit card which would create a monthly invoice and give the library 5% back. Vivian suggested keeping the limit low in case somebody got the card. Vicki will check into the credit card.

-The State of IL has approved the disposal of documents for the library. We will take papers to the shredder at the bank next time it is there.

-We currently have four library employees. During the summer Jinee does water aerobics in Trenton and will not be able to work her normal shifts. Eden, a former high school employee at the library now in college, asked about working this summer. Vickie would like to hire her. The board thought it was a good idea.

-Thursday, March 2, is Dr. Seuss's birthday and the library will have a Story Time party to celebrate. Library employees will dress up, bags for the kids, treats, book reading, and should last about an hour.

-We have started an adult reading program for the year. It has started better than expected. People interested can pick up a calendar with information and about 50 have gone out. Vicki did not anticipate so many involved but will have enough monthly give aways for everybody.

-Julie, our library employee, is redoing the library web page. She is updating minutes and getting rid of old stuff not working, changing tabs so patrons can put a hold on books, adding a banner. Vicki said Julie is doing a great job and would like the Board to look at the web page and let her know what they thought.

-Vicki showed the Board a desk calendar she purchased with different library events on it.

-Vicki thanked the Board for the cookies and gift cards for the staff at Christmas.

Secretary's Report:

November minutes were reviewed. Vince motioned for November minutes to be approved. Jen second. Minutes were approved.

Treasurer's Report:

Treasurer's Report for November and December were reviewed.

- Vicki asked Vivian to check the amount on Dec report under disbursements, #465. Vicki thought the printer was in that category and should go under equipment. Vivian will check.

- Vince made a motion to approve the November and December 2022 financial reports and pay December 2022 and January 2023 bills. Diane second. Treasurer's report was approved.

Old Business

- The fundraiser did not sell any trees made from books. Next year Vicki will delegate the fundraiser to one of the staff.

- The color laser printer has been purchased.

New Business

- Subscription for the Herald newspaper came in. Vicki is not sure how many read the paper but they do articles on the library and she would like to keep it.

- The Chamber of Commerce membership application came in. There was discussion on whether to pay the membership and who would go to the monthly meetings, if anybody. Judy motioned to renew the Herald newspaper subscription and complete the application for the Chamber of Commerce. Vivian second. Approved.

- Vicki would like to purchase two carts for the children's area to hold board books. It matches the other shelving in the area. Each cart is about \$400. Vince motioned to purchase two carts. Vivian second. Approved.

- Since the Policy and Procedure manual was just reviewed and it contained drug and alcohol policy, there was no need to review it again at this time.

- Diane reminded the board next month is staff evaluations.

- Vince motioned for meeting adjournment. Judy second. Meeting adjourned.

- Next monthly meeting will be February 20, 2023, 6:30 PM.

Respectively,

Diane Hoerchler, Secretary