

**New Baden Library Board Minutes
New Baden, IL 62265
February 20, 2023**

Meeting called to order at 6:30 p.m. by Jo.

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

Librarian Report:

-Vicki distributed the Jan 2023 Librarian report to board members and the report was reviewed.

-Vicki recapped the activities that took place in January. We circulated over 1,000 items and added 13 new patrons. January was Amnesty month and we offered patrons to bring in food donations instead of paying the fines, but only two families took advantage of it.

-February we had 'Blind Date With a Book'. Books were covered with brown paper and hints about the book on the outside. Went over well and we had to cover more books.

-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 starting at 6:30.

-Saturday, April 29 is the Village yard sale. Our library will participate in the yard sale. Vicki would also like to have a bake sale and asked everybody to bring in one or two items to offer shoppers for donations.

-The topic for this year's summer reading program is "Find Your Voice". It's a hard topic but Vicki has ideas.

-There will not be a preschool Story Time this summer. However, preschoolers can come in and pick up a craft kit and a book to take home twice a month.

-There are new young adult book displays in the library. The new board book carts are assembled, and books are in them. Just need to be labeled.

-There was discussion about the graphics on the lighted sign on the front of the library. The company went out of business and somebody else took it over. Vince tried to see if we could get better graphics, but they wanted to sell us a new product. Vicki will play with it and see if she can figure something else out.

-Staff evaluations were done last week.

Secretary's Report:

January minutes were reviewed. Vivian motioned for January minutes to be approved. Vince second. Minutes were approved.

Treasurer's Report:

Treasurer's Report for January was reviewed.

-Vicki asked Vivian to check the amount on Dec report under disbursements, #465. Vivian showed the printer on this month's sheet under account #494.

-Jo asked how much we had in what accounts. There is about \$40,000 in a money market account and \$60,000 in checking, plus, about \$8,000 in a CD, Vivian thought.

-Debit card purchases were separated on the bills to be approved.

-Vince made a motion to approve the January 2023 financial reports and pay February 2023 bills. Travis second. Treasurer's report was approved.

Old Business

-The Chamber application was submitted, and Judy attend the first meeting and dinner. Judy told the Chamber if there is anything the library can help with to let us know.

-Carts for the children's area were purchased and assembled.

New Business

-Vivian thought the 'Support Your Local Library' signs should be changed. We should have something asking the patrons what we can do for them. The signs have all been distributed and Vicki has not thought about ordering any more, at this time. It seems libraries are doing all kinds of different things now and getting away from books.

-Vicki said several people have come into the library and said they didn't know it was the library. There is a bronze sign on the west side of the building and Vicki would like it moved to the south side of the building. She did see signs on Etsy but if we could move the one we have it would be fine. Vince will move the sign.

-Our library does not have Adobe and Vicki would like to purchase it for one of the staff computers. She had a file she needed and had to send it to somebody else to convert to excel and then send it back to Vicki. If we have money at the end of the fiscal year, maybe we can purchase it then.

-Vicki would like to have a policy to not fine youths who have their own library cards. There was discussion about having/not having fines for late books for anybody. Some libraries do, but most do not have fines. Amnesty months we do get items back. Maybe we could have an incentive program and not have fines. We have to do something to make the patrons responsible for the items they get from the library. Plus, the cost to send out all the late fee letters is not work what we get back. Vicki will get more info and present it to the Board next month.

-Vicki would like to start a delivery service for home bound people. There was a question about liability issues when delivering. It would only be to New Baden residents. Question about how to know if somebody is homebound or not, but small town and people would know. Vicki will check with other libraries and get back to the Board.

-Vicki asked if we can change the Board meetings. Yes, if it is advertised in advance.

-The budget committee this year will be Vivian, Vicki, and Vince.

-The budget committee will meet Saturday, March 4 at 9:00.

-Vicki has started the annual policy review.

-Vince motioned to keep the closed meeting minutes closed. Judy second. Approved.

-The budget will be reviewed at the committee meeting. Salaries were discussed. Julie and Jinae just received a \$1.00 an hour raise by the state to \$13.00. It was suggested to raise Judy to \$14.00 and Vicki to \$17.00 if the budget allows for it next year.

-Jo gave Vicki her performance evaluation. Everyone is pleased with Vicki's performance.

-Vicki said there is not enough money in the budget to keep doing all the different programs she would like to keep doing. She would like to have four evening events a year. She suggested a Vendor Fair and charge \$50 for tables. It would be easy and the library would make good money. She also thought about a Parents Night Out and set up a date when parents could bring in their kids to watch a movie, do crafts, have a snack. We could do these things when there are not other things going on in the library or around town. The money made would help offset some of the different new programs in the library.

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

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

Respectively,

Diane Hoerchler, Secretary