

New Baden Library Board Minutes
New Baden, IL 62265
March 20, 2023

Meeting called to order at 6:38 p.m. by Vivian.

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

Librarian Report:

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

-Vicki recapped the activities that took place in February. Circulation was up again even though it was a short month. Thursday, March 2, was Dr. Seuss's birthday and the library had a Story Time party to celebrate. There were about 60 attendees, bags for the kids, treats, cake, and everybody had a good time. Vicki would like to have four night-time events during the year. She is thinking about a back to school night in Aug with possibly hot dogs, cotton candy, popcorn, and pass out small school supplies.

-Amazon is stopping magazine subscriptions and Vicki will have to go straight to the magazine companies to subscribe. She just updated all of them, so we are good for a while.

-Parking is an issue again on Saturdays. They are still blocking in the library workers and the mailbox. They will try using the cones the whole time the library is open.

-Vicki contacted the electronic sign company concerning the graphics package. They do have a graphic package for libraries, but we would have to purchase a new sign and there is nothing wrong with ours. They do provide technical support but at a cost.

-Vicki discussed a program called Illinois Libraries Present. The library pays a membership fee (last year for our size library the fee was \$90 per year) and patrons of the library can access everything at home. They have well known authors speak about their books and a patron logs in with the link from our library and they can watch it. Other informative information is available. Vicki is thinking about doing this.

- The front swap room has older square tables in it and Vicki asked if we needed to keep them. Someone is interested in purchasing them. Vicki does not need them for summer reading. Board told her if she didn't need them or use them to sell them.

Secretary's Report:

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

Treasurer's Report:

Treasurer's Report for February was reviewed.

-Vivian said the \$6,005 funds issued to the Village in February 2022 and returned to the Library from FCB Bill Pay in June 2022 will be reissued to the Village. When the Village tried to cash the check a stop payment had been placed on the old check.

-Vicki filled in the description blank for the disbursements under acct #494 and on the bills to pay the Iread description.

-Vivian added the CD balance to the report since Jo asked about it last month.

-Diane made a motion to approve the February 2023 financial reports and pay March 2023 bills. Judy second. Treasurer's report was approved.

Vivian presented the FY2024 budget to the Board.

-The increase under Income #380b Other Grants is from Per Capita.

-Vivian subtracted the \$6,005 from the Income since it was an error and will be paid out.

-Under Income # 316 Services, Vicki asked that we raise the cost of faxing and copying. She said we are the lowest in the area. She recommended faxing 1-3 pages go from \$1.50 to \$2.00; faxing 4-10 pages go from \$2.50 to \$3.00; and over 10 pages from \$.10 to \$.20. For copying, black and white go from \$.10 to \$.20 per page and color go from \$.25 to \$.35 a page. Vivian made a motion to raise the services effective with the new budget. Travis second. Approved.

-Salaries under the new budget will be: Julie and Jinae making \$13.00 per hour, Judy making \$14.00 per hour, Vicki making \$17.00 per hour and Lindsey the janitor making \$100 per week.

-Judy made a motion to accept the FY 2024 budget. Jennifer second. Budget was approved.

Old Business

-Vince moved the bronze sign from the west side of the building to the south side.

-Vicki presented the Board with a policy to not fine youths who have their own library cards. It will be added to the Policy and Procedures for the library.

-Vicki is waiting until May to purchase Adobe for the library.

New Business

- Vicki would like to start a delivery service for home-bound people. She presented the Board with program requirements and an application for patrons to complete. Vicki checked and there is no liability issues when delivering. The Board reviewed the policy. Vivian made a motion to approve the homebound delivery service from the library. Jennifer second. Approved. The criteria will be added to our Policy and Procedures.

-The annual policy review is ongoing.

-Vicki stated in 2024/2025 Windows 11 is going away. We will need new computers. She is working with Lazerware on a plan to purchase computers over the next two years. We have two computers that will not be replaced.

-There was a lot of discussion on fines in the library. We need to have something in writing saying how many fines we can let a person accumulate before we stop them from using the library. We will try to look at the policies and procedures in Apr.

-Vicki asked if any of the other library Board would be volunteering for the summer reading program besides Diane and Judy. She would like to order shirts. No other volunteers.

- Discussion on Board Officers was short. Nobody was interested in an office so the officers will stay the same for the next fiscal year.

-IL State guidelines for barcoding have changed. Vicki and Judy have had updated training.

-The Governor of IL signed a new law effective January 2024. Any employee working over 40 hours must be given 1 hour of paid vacation. IL Heartland is researching this law for libraries. Village hall will be responsible for keeping track. This does have an effect on Vicki who cannot work in excess of 1,000 hours per fiscal year.

-IL Secretary of State asks we protect against censorship. We will have to have more detailed policy and procedures on this issue.

-There was not a policy for the Swap Room in the back of the library. There have been issues in the past with people taking more than their fair share of books and not doing a swap or leaving money. Vicki presented the Board with the policy, and it will be included in our Policy and Procedures.

-Diane asked if anybody received the Economic Interest Requirement by email. Travis said the people running for office filled it out when they filed.

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

-Next monthly meeting will be April 17, 2023, 6:30 PM.

Respectively,

Diane Hoerchler, Secretary