

New Baden Library Board Minutes
New Baden, IL 62265
June 12, 2023

Meeting called to order at 6:00 p.m. by Jo.

Member's present were: Jo Stroot, Vivian Bossler, Judy Baehr, Travis Santel, Jennifer Hendren, Diane Hoerchler, Vicki, the Librarian, and Greg Sweet, potential new member.

Librarian Report:

- Vicki distributed the June 2023 Librarian report to board members and the report was reviewed.
- Eden was hired to work during the summer and started on May 22 at \$13.00 per hour.
- Vicki has the paperwork for IL Library Presents which will have zoom sessions with authors. Jo needs to stop by the library and sign some papers.
- Lazerware will put new system updates on the computers. The new system, Deep Freeze, will help the library do interfacing, remote things, and be more secure. The price will go up \$36.50 a month, but we are taking down two computers, so that will be a decrease. We planned on getting four new computers, but they are not needed until Aug 2025.
- The library will be participating in the June Jamboree parade passing out cards for the summer reading program, candy, and rubber ducks. Volunteers will meet at the library at 4:15.
- The carpet has stains on them so the carpet cleaning company will come and see what they can do.
- The IPLAR survey for the state is due July 1 and Vicki is working on it.
- The front room has a new policy, but there has been an issue with a person who comes and takes a lot of books from the room and Vicki thinks sells them. She has taken books she should not have taken. She has been told by several employees to only take books from the shelves and not the boxes. Vicki found movable panels through Amazon for \$70.00 which will block the area with books in boxes. There are cameras in the room, but not sure if they can be moved so the desk employees can watch the room. Travis will see what he can do with the cameras.
- Vicki was notified that the Per Capita for 2024 will be \$5,056.30.

Secretary's Report:

May minutes were reviewed. Vivian motioned for May minutes to be approved. Jen second. Minutes were approved.

Treasurer's Report:

Treasurer's Report for May was reviewed.

- Question was asked about the \$62,125.50 in the balance. Vivian said it was money market, checking account, and the debit card.
- There was a question about the payroll of \$4,431.54 on the bills to be approved. Vivian said it was for two payrolls and cleaning fee.
- Vivian passed out a sheet on CD rates. There was discussion about when funding comes from the county, which is normally in Sep, and how much funding we need to keep on hand to cover the expenses until then. Diane made a motion to move \$25,000 into an 11 month CD. Jen second. Transfer was approved.

-Diane made a motion to approve the May 2023 financial reports and pay June 2023 bills. Travis second. Treasurer's report was approved.

Old Business

- Vicki passed out a sheet with online training requirements for the Board and one from the Sec of State. She also passed out the updated Disaster Preparedness Plan.

-Vicki is not sure about the purchase of Adobe for the library. It may not be worth the price.

-Vicki has not heard anything more on the Governor of Illinois's new law effective January 2024 concerning any employee working over 40 hours must be given 1 hour of paid vacation.

-Vicki received a bid from D&S Plumbing of \$1,275 to fix the water heater so we could have hot water. The pipes are not up to code, and they need to be changed. There is a leak outside the building and that will cost \$150-\$300 to fix. Vivian motioned to have both items fixed. Travis second. Approved.

-Vicki put books in the little library in the park.

-Vivian said the Treasurer's book that normally goes to the auditor in June is not due until Aug this year.

-Nothing new on the anti-censorship law going into effect Jan 2024.

-The Epilepsy organization was in the library and several people came to talk to them. They will have training in the library on Tuesday, July 25 at 6:30 and it is open to the public.

- Ahner's has ordered a magnolia tree for Vince's memorial. Vicki has ordered a plaque for it. Vicki told Vince's wife about the memorial and she will let Vicki know when their daughters will be home. Not sure about all prices yet.

- Vicki is still waiting on bids from Mark Thailer to make shelves in the little kid's area and Tim Deien to build a cabinet with doors for storage in the front room.

New Business

-Diane made a motion to appoint Greg Sweet as a Library Trustee. Jen second. Approved.

-Diane made a motion to have no meeting in July. Jen second. Approved.

-Vicki distributed a copy of the library Drug and Alcohol Policy. It needs to be reviewed every two years.

-Vicki updated the nonresident fee with IL Heartland.

-Vivian motioned for meeting adjournment. Jen second. Meeting adjourned.

-Next monthly meeting will be August 14, 2023, 6:30 PM.

Respectively,

Diane Hoerchler, Secretary