

New Baden Library Board Minutes
New Baden, IL 62265
August 14, 2023

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

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

Librarian Report:

-Vicki distributed the July and August 2023 Librarian report to board members and the reports were reviewed.

-The library added 24 new patrons in June and 12 in July. Circulation is good.

-The library participated in the June Jamboree parade passing out cards for the summer reading program, candy, and rubber ducks. Travis and Greg, library trustees, walked with the staff. We passed out 500 rubber ducks and it was a big hit. We hope to find something else besides candy to pass out next year.

-Vicki was pleased with the summer reading program. There were staff and 12 volunteers and it was better organized this year. There were over 40 kids each Wednesday. Next summer we will probably go by grade and not age. The theme this year was 'Find Your Voice' so the first half was built on activism and the environment with presenters on two Wed's. The second half was on acceptance of ourselves and others. Vicki sent pictures to Herald Publications, but she has not seen anything in the newspaper yet.

-Epilepsy training was July 25 and the whole staff is now certified.

-Vicki attended the Directors University in Springfield Aug 1-3 and addressed issues under new business.

-The front room is being used for an English class and the Girl Scouts.

-The Library Crawl is in the month of Oct and we will participate. Vicki had a sample of a calendar she would like to give out to people participating at our library. She will order 200. She will also have something different for kids. Vivian motioned to approve the purchase of the calendars. Judy seconded. Approved.

-Pre-school Story Time will start Sept 5.

-Halloween in the Park is Oct 20th. Vicki has extra things from events in the library and she will purchase candy for the event.

-Eden's last day was Aug 5th. Vicki will not terminate her because she will come back over Christmas break and again next summer to work in the library. It really helped having Eden over the summer.

-Vicki will be on vacation Aug 16-22 and Sep 15-22. She is also having eye surgery after vacation.

Secretary's Report:

June minutes were reviewed. Judy said she was not at the meeting in June and the attendance needs to be corrected. Vivian motioned for June minutes to be approved after corrections. Judy second. Minutes were approved.

Treasurer's Report:

Treasurer's Report for June and July were reviewed.

- June report showed \$25,000 transferring to a CD.

- July report showed the Per Capita under receipts for \$5,056.30. Under disbursements was \$187.70 for Vince Haun's marker. It will be offset by donations.

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

Old Business

- In June, Vicki passed out a sheet with online training requirements for the Board. She has only received one certificate of completed training.

- 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.

- The library now has hot water and a new hose and nozzle out front.

- Vivian took the Treasurer's book to the village for audit Aug14 for the audit Aug 23.

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

- 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.

- 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. Vicki talked to Village Hall but no bids yet.

New Business

- Vicki attended the Directors University and came back with a lot of information.

- Vicki brought back Serving our Public 4.0, Standards for Illinois Public Libraries for each Trustee. We need to review each chapter at our meetings. Trustees will read the first two chapters before our next meeting.

- The library is not non-profit. We are tax exempt. We do not file taxes.

- It was suggested we never do a flat tax levy. You should always ask for more. The Village cannot tell the library what to ask for. Every library should ask for at least 5%. You should move money around to get the most of your money. If money markets are not working, move the money some place else.

- According to the Freedom of Information Act we need to have an agenda for our meetings, and it needs to be posted 48 hours in advance of the meeting. We also cannot vote on anything at the meeting unless it is on the agenda first. There was a lot of discussion on this issue. We might need to give Vicki more authority to purchase higher priced items. The agenda will be done by Vicki and Diane.

- Under Freedom of Information and the Open Meetings Act, the Board of Trustees needs to have an email just for the public to ask questions concerning the library and it needs to be checked daily. Heavy discussion and questions on this issue. Vicki contacted Tecknow Solutions and they can set up an email and it would be \$100 for each Trustee. Because

we are a small library, it was decided we would have one email set up by Tecknow under the library website and Vicki or someone from the library staff will monitor it.

-Any texting done concerning the library falls under the Freedom of Information Act. Emailing is allowed, for example the minutes of meetings, but if addressees need to respond they can only respond to the sender. You cannot respond to 'all' or it falls under Freedom of Information and needs to be saved until approval to delete from Records Retention..

--Our library Policy and Procedures need to be reworked. We have established committees. If we have two Trustees on any committee, the meeting needs to be advertised in advance, and minutes taken during the meeting. Our committees need to be revised. We also need to create an employee handbook. More information needs to be on our website.

--Oct 26 there is a one-day Illinois Trustee Forum in Springfield. There is also a week-long session. Vicki will check on the dates for the week-long session.

--The leader on Freedom of Information is the Library Director and Library Trustee President. Needs to be a backup from the staff.

--Any closed session must have minutes taken and it must be verbally recorded. You cannot vote on anything at that time. It needs to be presented to the Board for a vote. Vicki purchased a small recorder for those sessions.

-Vicki will review the library Drug and Alcohol policy.

-Vivian motioned to keep closed meeting minutes closed. Greg seconded. Approved.

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

-Next monthly meeting will be September 11, 2023, 6:30 PM.

Respectively,

Diane Hoerchler, Secretary