

New Baden Library Board Minutes
New Baden, IL 62265
September 11, 2023

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

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

Public Comments: None

Board Meeting Minutes:

August meeting minutes were reviewed. Judy motioned for August minutes to be approved. Jen second. Minutes were approved.

Librarian Director Updates:

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

-The library will be receiving a \$2,000 grant from Ameren. The library was nominated by the cleaning lady's husband who is an employee of Ameren. No restrictions on the spending of the grant funds.

-Illinois Library Presents is in their third season. Our library has joined, and the first zoom meeting was with Mr. Whitehead, a Pulitzer Prize winner. It was very worthwhile. Vicki has a list of the other presenters for each month for the next year. The sessions are free, and Vicki will advertise on Facebook.

-Pre-school Story Time started Sept 5. We had seven kids in attendance. The theme for September 19 will be pirates.

-There are several events during Oct:

--The Library Crawl is during the month of Oct, and we will participate. Vicki has prizes for adults and children.

--Halloween in the Park is Fri, Oct 20. Vicki will pass out candy and bookmarks.

--The Village wide yard sale is Sat, Oct 21. We will have a bake sale with books and other items. Since there is nothing at the Civic Center this time, we might not need to bake as much stuff. Baked items need to be in a bag or wrapped, labeled with what it is and if it contains nuts.

-Libby/Hoopla are online services for a price. Hoopla is per item and Libby is based on the size of your population. Hoopla has books, movies, TV shows, and magazines. Libby is basically ebooks and audio books. We currently have icloud, which is through Illinois Heartland. There was a lot of discussion on this topic, but it was not decided if the library should pursue this additional online service.

-Vicki was able to purchase Adobe for \$60 for one of the computers.

-Ahner Florist will not be able to get the tree for Vince Haun's memorial until later in the fall, but Vicki does have the plaque.

- Vicki never heard from Mark Thailer about making shelves in the little kid's area and Tim Deien about build a cabinet with doors for storage in the front room. She contacted Wesclin High School and they will build the items and we will only pay for the materials.

-Vicki will be reworking the Policy/Employee Manuals, but it will take months.

-The AC unit was making noise, so Vicki contacted Pederson HVAC. They cleaned it and made repairs. After Labor Day it was making more noise, and someone contacted the Police. Pederson was called again, and the unit needed more repairs.

Financial Report:

Treasurer's Report for August was reviewed.

-Vivian explained the receipts and expenses for August, the overall budget for the year, and the bank reconciliation.

-The bills for Sep and August were presented.

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

Unfinished Business

- Vicki passed out a sheet with online training requirements for the Board. Certificates need to be brought to the library.

-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. This is for part-time employees and Village Hall will track. We will need to decide before January 2024 about letting employees accrue the time or award it

New Business

-There was discussion last month about raising the Authority to Spend Policy for Vicki. Vicki presented the old policy. There was discussion but it was tabled until the next meeting.

-The contract with TechKnow Solutions for the Board email is the most secure. It is \$100 per year plus setup. Vivian made a motion to add the Board email to the web domain. Judy second. Approved.

-We need to change our Standing and Special Committees Policy. Currently it is Vicki and two Board members. If we keep it as current, we need to publicize the date of the meeting, open it to the public and take minutes. Vivian motioned to change all the committees to Vicki and one Board member. Jen seconded. Approved.

-There was confusion on the six-month budget review. The calendar said it was due in September, but November is the actual six months. Diane will change the calendar to November, but since Vivian had the information, she presented it. Some areas we are short and some we are over, at this time. However, we have not received all our tax funding at this time.

-Vivian thought we might be able to move excess funds to short term investments, but she will have to double check.

-The Tax Levy was discussed. Vicki suggested 5% but Vivian thought maybe 4.75%. Vicki would like to increase programs for the library. More discussion followed about what increases to the library looks like to the public. Vivian will work numbers for the next meeting.

- Vicki had a new Public Comments section for our policy book. Since we need it in our agenda, we need it in our policy. Vivian motioned to approve the Public Comment Policy. Jen seconded. Approved.

-The Lions Club has their annual Dinner Auction Sep16 and asked the library for a donation. Jen motioned to purchase a \$50 gift card from Barnes & Noble and Vivian would pick it up. Vivian seconded. Approved.

-Chapter 1 and 2 of the Serving Our Public was discussed. Board members read them before the meeting. A couple questions were asked. We will read Chapters 3, 4, and 5 before the October meeting.

Closed Session: None

Adjournment:

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

-Next monthly meeting will be October 9, 2023, 6:30 PM.

Respectively,

Diane Hoerchler, Secretary