

New Baden Library Board Minutes
New Baden, IL 62265
October 16, 2023

The President and Vice-President were not present at the meeting. Vivian motioned for Diane to conduct the October meeting. Judy second. Approved.

Meeting was called to order at 6:25 p.m. by Diane.

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

Public Comments: None

Board Meeting Minutes:

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

Librarian Director Updates:

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

-Halloween in the Park is Fri, Oct 20, 5:30-7:30. Vicki will pass out candy and bookmarks.

-The Village wide yard sale is Sat, Oct 21, 8:30-1:00 at the library. We will have a bake sale with books and other items. Since there is nothing at the Civic Center this time, we will not need as much baked items. Baked items need to be in a bag or wrapped, labeled with what it is and if it contains nuts. If you plan to bring a baked item, please bring it on Friday. We had someone donate over a 1,000 books, with good authors. The library bought new shorter shelving units for the donated book area.

-Family Reading Night is November 9, 6:30-7:30. We will be playing bingo for books. The last game will be a coverall with a gift card as a prize. There will be refreshments. The covers for the bingo will be M&M's. We will need help setting up tables and chairs. We think we need about 60 chairs. If you would like to help, come at 5:00.

-Holiday Reading Night will be either Dec 13 or Dec 20. Dec 21 is the last day of school before the Christmas break so that might be a good night. We will have story time with the Grinch and refreshments.

-Record Retention Approval form is finished and will be sent in this week.

-The carpet needs to be cleaned, again, or we need to buy equipment to do it ourselves. The last time the carpet was cleaned the stains came back. Think it needs to be cleaned a few times before the stains will be completely gone.

-Vicki told the Board there is a bathroom in the Swap Room. It is no longer hooked to the water system and they do not use it. She would like to have the toilet and sink taken out of the area and capped so they can use the room for storage. The Board thought it was a good idea. Vicki will check with D&S Plumbing about the cost.

Financial Report:

Treasurer's Report for September was reviewed.

-Vivian explained the receipts and expenses for September, the overall budget for the year, and the bank reconciliation. She moved the CD balance to the top of the report.

-The bills for Sep and August were presented.

--Vicki suggested not paying the magazine renewals at this time and waiting until Dec.

--The Spectrum bill of \$126.45 was added.

--There was discussion on the electric and gas bill. Members wondered if we were paying for Ameren or Home Field Energy. Also, if the library can use Ameren if the Village uses Home Field Energy. Vivian will call Village Hall and get answers.

--Total bills to be approved changed from \$7,149.34 to \$7,102.84.

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

Unfinished Business

- Vicki still has not received all the certificates from the Board. They will try to get the online training completed.

-The Board email address is ready and on the website.

-Vicki discussed the Governor of Illinois's new law effective January 2024 concerning any employee working over 40 hours and getting 1 hour of paid vacation. This is for part-time employees and the Village will track. Since we do not have a meeting in Dec we need to decide how we want the Village to track it. We need to decide in Nov about awarding the time as accrued or up front. There was discussion but no decision.

-Vivian made a motion to increase the authority to spend policy for the Librarian from \$150-\$500. Judy second. Motion was approved.

-After reviewing the finances, Vivian said there is not an excess of funds to move to short term investments at this time.

-Vicki is working on a flyer to be put at Market Center about the library. She passed out a sample for the Board. Information included how to get a library card, library services, information on the Swap Room and Upcoming events. The Board really liked the flyer. Vicki asked the Board to bring any recommendations to the next meeting.

New Business

-Vivian presented the Tax Levy to the Board. Insurance was increased, but the overall increase is minimum. Diane motioned to approve the FY24/25 Tax Levy. Judy second. Tax Levy was approved.

-Vicki passed out the 2024 holiday closings for the library. Judy motioned for approval of the dates. Jennifer second. Hours were approved.

-Vicki passed out a sheet on the dimensions of the shelves and cabinets for the Swap Room. Wesclin woodworking shop will do the project and the library will pay for the materials. Vicki said it should be between \$700-\$800. Vivian motioned to approve the project up to \$800. Judy second. Approved.

-The library is looking at a fundraising event during the first weekend in December for kids. There will be crafts, movie, refreshments, and an interacting show. Cost would be \$30 per

child, with a family rate. It would last about three hours. Not sure about the age limit at this time. More information will be next month.

-Chapter 3, 4, and 5 of the Serving Our Public was discussed. Board members read them before the meeting. A couple questions were asked. We will read Chapters 6, 7, and 8 before the November meeting.

-There was discussion on iCloud library. Not everyone is aware of what it is or how to use it. Vicki said new card members are told about it and it is posted on Facebook. It was suggested to add it to the library flyer.

Closed Session: None

Adjournment:

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

-Next monthly meeting will be November 13, 2023, 6:30 PM.

Respectively,

Diane Hoerchler, Secretary