

New Baden Library Board Minutes
New Baden, IL 62265
November 13, 2023

Meeting was called to order at 6:40 p.m. by Jo.

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

Public Comments: None

Board Meeting Minutes:

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

Librarian Director Updates:

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

-Numbers are really great for October.

-We should receive the Ameren grant by the end of Dec. Should be around \$2,000.

-Records disposal was approved.

-The garage/bake sale was a success. There was a volleyball game at the Civic Center and we did take baked good there. We made \$769.00 at the sale.

-The library crawl was during the month of October. We had about 100 people come through our library and had good feedback from people.

-Family Reading Night was November 9. It was bingo for books. There were 58 people, 34 kids and 24 adults. We played 10 games for books and the last game was coverall with a gift card as a prize with a book. We also had refreshments. Everybody had a great time and the staff discussed how to do it next time because the room was full. Vicky would like to get rid of the four, square tables by the windows and move the big oval table to the windows and it will free up space. Greg said he could get rid of the tables for Vicki.

-Parents Time out will be Dec 2 from 2:00-5:00. Vicki provided the Board a flyer for the event and put one in the bags on Family Reading Night. Vicki would like pre-registration and will take 30 kids. They will make three crafts which will be interactive with the movie, The Santa Clause. There will also be refreshments.

-Storytime with the Grinch will be Dec 20. We will have story time with the Grinch, gift bags, and refreshments. Vicki provided the Board a flyer for the event.

-Julie has been updating the library website, monitoring kid's books, and researching grants for the library and doing a great job.

-Jinee has been doing all the flyers for the events and taking care of the overdue books. She sends out cards or calls people and is really on top of the situation and doing a great job.

-Vicki had the toilet and sink taken out of the front room and capped so they can use the room for storage. The door swings in and she is having the door changed to swing out to give them more storage room. This area will provide a place to put books before the public can go through them. Greg has been painting the cabinets and will be adding new handles.

-Amy Zurliene contacted Vicki about an Easter Vendor Fair in the Civic Center. She will make sure there is room for library parking during the event. She also asked if the library would

like to do something in conjunction with the vendor fair. Vicki said they might get coloring bags or something.

-Summer reading program for 2024 is Read, Renew, Repeat. It's a lot about animals and there was discussion on different animals or things to do for the program. Vicki might contact Rainbow Ranch or Science Center. She would like to have four different STEM events during the program.

Financial Report:

Treasurer's Report for October was reviewed.

-Vivian explained the receipts and expenses for October and the overall budget for the year.

-The bills for October and November were presented.

--Pest Guys is discounted for paying early.

--The Spectrum bill was not here.

--Vince Haun tree was on the bills. Vicki said the cost for everyone is \$31.00.

The tree is planted, Greg will do landscaping around it and there will be a dedication in the spring.

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

-Vivian presented the six-month budget review.

-On the Revenue side the staff will watch the Internet usage closer.

-On the Expense side publications, books, subscriptions, and programs are projected to be overbudget but Vicki said this is the slower time of year and will be in budget.

Unfinished Business

- Vicki still has not received all the certificates from the Board. They will try to get the online training completed. Several are having issues getting into the program and Vicki will help them.

-Vicki and the Board 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. There was concern about what the Board can tell the Village on how to track this program. Vicki will talk to the Village before the Board makes a decision.

-Vivian will take the Tax Levy to the Village Hall.

New Business

-Vivian presented a new Mission Statement to the Board. Vicki said ours was too long. Diane made a motion to approve the new Mission Statement. Travis second. Approved.

-Vicki talked about the issues with the Swap Room. There is a book reseller coming to the library and taking books and leaving damaged ones or not paying a donation. There was a lengthy discussion about people taking books from the room not within our current policy, closing the room except once a month, bringing donated items to the front desk, doing more limitations, etc. There is also a person who comes to the library and is not always appropriate. Vicki will contact the police department and see about prohibiting disruptive people. Vicki will also redo the policy on the room.

-Vivian will order cookies for the staff for Christmas and get six gift cards from Market Center for each staff member, cleaning person and volunteer.

-Vicki would like to purchase a laptop for the staff. It would help when we get boxes of donated books. Vicki received a quote from Lazerware for \$1,296.87. Board members thought it was too high. Other places have cheaper prices but with warranties, loading the library programs on it and other things it might end up being the same price. Vicki will take to Lazerware and the item was tabled.

-Diane motioned for no meeting in December. Vivian seconded. Approved.

-The Board reviewed Chapters 6, 7, and 8 of the Serving Our Public. We will review Chapters 9-13 for January.

-Vicki would like a panic button in the library. She will talk to the police department.

-The front door just needed to be adjusted and not repaired. Vicki has not received a bill.

-The faucet handle in the men's restroom broke and the toilet was running. Vicki will contact D&S Plumbing to have it repaired.

Closed Session: None

Adjournment:

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

-Next monthly meeting will be January 8, 2024, 6:30 PM.

Respectively,

Diane Hoerchler, Secretary