

New Baden Library Board Minutes
New Baden, IL 62265
January 8, 2024

Meeting was called to order at 6:35 p.m. by Jo.

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

Public Comments: None

Board Meeting Minutes:

November meeting minutes were reviewed. Judy motioned for November minutes to be approved. Travis second. Minutes were approved.

Librarian Director Updates:

-Vicki distributed the November and December 2023 Librarian reports to board members and the reports were reviewed.

-Numbers are still very good.

-Recap for Dec: Storytime with the Grinch was a lot of fun on Dec 20. There were about 57 in attendance, everybody loved the green snacks, decorations, and the Grinch. The book club met and had a cookie exchange. The Parents Time Out fundraiser was cancelled due to lack of participants. The fee could have been one of the reasons for the non-interest.

-WIFI usage on the reports is zero, but Vicki thinks people are sitting around in vehicles and using it. She not sure how to show the usage on the report. There was a lot of discussion on possibly getting a password protected WIFI or just trying to see how many people access the WIFI. Vicki said the Illinois Secretary of State is concerned about people in remote areas not having access to Internet and possibly giving libraries funding to allow people availability for Internet. It would be good to know how many people access ours. Vicki will contact Lazerware and see if they have a tracking for it.

-Eden will be here this summer at the library. She has already worked on the adult reading challenge calendar for 2025.

-Vicki received the resource guide for the summer reading program for 2024 which is Read, Renew, Repeat. It's similar to last year, with recycling, endangered animals, and conservation. Vicki might contact the zoo, Taylor Zurliene, the waste disposal company, maybe a 'green' group or Carlyle Lake. She would like to have four different STEM events during the program which is every Wed in July. She also needs ideas for items to pass out in the June Jamboree parade. Someone suggested jar lid grippers, but kids might not like them as much as the ducks distributed last year. Another suggestion was pins with endangered animals on them.

-Every five years the library does an inventory, and this year is the year. It will be a lot of work because things are not coded consistently throughout the library. Jinee still needs bar coding training. Diane volunteered to help with the inventory.

-The Wesclin shop teacher contacted Vicki and they started the cabinets for the back room. Vicki will have them paint it blue like the cabinets that were just painted. The teacher came and measured and left a note that the cabinet would not fit through the doors. Vicki said they discussed it last year and they were supposed to do it in two pieces. She will contact them again.

-The library needs to purchase five new computers before October 2025.
-Julie will have knee replacement next week and plans to be back in three weeks.
-The library would like to have four events during the year, summer reading program in July, Bingo for Books in November, a holiday reading party in Dec, and maybe a puzzle race in March. Vicki said we could have ten teams of 5-6, they could bring in snacks and we could provide popcorn, pretzels, water and a prize to the first three finishing teams. The library would purchase the same puzzle with about 500 pieces, and it would be timed. Other libraries are doing the puzzle races and we could possibly exchange puzzles with them and not have to buy them every year. Board thought it was a good idea.

-Vicky explained her eye situation to the Board and apologized for not being herself and being under stress from it. It was brought to her attention by the staff. She has decided to delegate some of the duties to the staff. Jinee and Julie will take over the Book Club. Each staff member will have two bulletin board assigned to them to design. The holiday reading program will rotate and have a traditional party every other year with the Grinch and Polar Express in between. A long discussion followed.

Financial Report:

Treasurer's Report for November was reviewed.

-Vivian explained the receipts and expenses for November, the overall budget for the year, bank reconciliation, and bills to pay.

-Vicki asked about the money on the receipts for the lost books under miscellaneous. She thinks it should go under an account to show them using it to purchase new books. Vivian will check on an account number for it.

-Vivian explained the receipts and expenses for December, the overall budget for the year, bank reconciliation, and bills to pay.

-Question was asked if the interest was on the reconciliation and it was not.

-The money market account earns interest, but very little and the checking account does not earn interest. It was suggested moving money into CD's which have higher interest rates. There was discussion and Vivian said we needed to keep the money in the checking account, but we could move the money market funds to a CD and she will check on it.

-Travis made a motion to approve the November and December 2023 financial reports and pay November and December 2023, and January 2024 bills. Judy seconded. Treasurer's report was approved.

Unfinished Business

-Board training is coming along.

-Vicki passed out a proposal for the Paid Leave for Part-Time Employee law. There was discussion because the law is not clear and this is new to everybody in the state. Village Hall will keep track of who is entitled to the leave and Vicki will also keep track. Diane made a motion to adopt the proposal as policy for the library. Judy seconded. Approved.

-Vicki discussed the problem with a specific family and swapping books from the back room. She passed out two proposals for the Board to review. One was a Swap Room policy where people can bring in books and swap for books in the back room. The other proposal is for a Donation Room where people can donate books, but not swap them for other books. They can donate money if they want books. The Donation Room had suggested prices for the books. Diane made a motion to approve the Donation Room policy with the work 'suggested' taken out. Vivian seconded. Approved.

New Business

- The Annual Library Certification was submitted.
- The ILLINET Statistical Survey was submitted.
- Vicki is working on the Per Capita Grant.
- The Drug and Alcohol Policy has not changed.
- The library has three Standing Committees: Budget, Vicki and Vivian; Personnel, Vicki and Judy; Policy, Vicki and Diane.
- Budget meeting with Vicki and Vivian will be January 17 at 6:00 pm.
- The Board reviewed Chapters 9-13 of the Serving Our Public. Judy said she was glad we were reviewing because she did not know the library did so many different things. There was some discussion on marketing and the whole staff does it. There was discussion on trying to get more young adults or teenagers to the library. Vicki talked to the Wesclin school Librarian, and she thought the usage at the library would go up through the summer because she suggests reading for the kids, but Vicki told her it does not. It's hard to get that age group to the library. Different programs were discussed like knitting, crocheting, wreath making, craft night, Dungeon and Dragons, 1,000 books before age 5 or something similar for older youths.
- Julie and Jinee's salaries went up to \$14.00 per hour due to Illinois minimum wage.
- The Board will review Chapter 1 of the Serving Our Public for February's meeting.

Closed Session: None

Adjournment:

- Vivian motioned for meeting adjournment. Greg seconded. Meeting adjourned.
- Next monthly meeting will be February 12, 2024, 6:30 PM.

Respectively,

Diane Hoerchler, Secretary