

New Baden Library Board Minutes
New Baden, IL 62265
February 12, 2024

Meeting was called to order at 6:30 p.m. by Jo.

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

Public Comments: None

Board Meeting Minutes:

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

Librarian Director Updates:

-Vicki distributed the January 2024 Librarian report to board members and the report was reviewed.

-Recap for January: January was slow. No one showed up for the first storytime and the second one we cancelled because of the weather. We were closed three Mondays in a row. The staff worked on ideas for the library. Circulation was up and the numbers for the month were good.

-We put together a basket for the Band Booster fundraiser. All items were donated. The basket was worth about \$150.00.

-Julie had knee surgery and is back to work. Her driving restrictions will be lifted Wednesday.

-Greg is getting paint for the cabinets for the back room. Vicki will get paint to Mr. Burchum at the high school.

-Vicki contacted Lazerware and they will do a monthly report showing how many have accessed the library WIFI. For January there were 44 who accessed it and it's shown on Vicki's report. Only guests are reported. There was a little discussion on so many and we are glad to be of service to the public.

-Vicki did not get the staff evaluations completed but will by the end of February.

-Angela Peters came to the library and asked if we could repair books from the New Baden Elementary library. Vicki said yes. She also discussed needing volunteers at the library on Tues, Wed, Thurs from 12:15-2:30. Judy is volunteering on Tues and Diane on Wednesday. Diane explained a bit about the small elementary library and if anyone is interested, they can come on Tues or Wed and learn to work on the computer.

-The puzzle race is March 14. There are ten tables so far and we might set up a couple more. Each team will have four players. Vicki has ordered the puzzles. 1st prize is \$15 gift card to Good Old Days, 2nd prize is \$10 gift card to Red Porch, 3rd prize is \$5 gift cards to Berkemann's Bakery. Vicki is going to put together a basket and sell raffle tickets for it. She will do it soon and set it out so people coming to the library can take chances before March 14.

-The Vendor Fair is March 30, the day before Easter. Vicki was contacted about doing a stand/table. She asked about doing a bake sale and there will be other vendors with cookies, but we could do muffins, breads, and cakes since it is the day before Easter. Anything the Board

would like to donate would be appreciated and it must be individually wrapped and labeled. Bring all baked items to the library on Friday, March 29.

-The village wide yard sale is Saturday, April 27. We will have the back room set up and have another bake sale. Again, all items must be individually wrapped and labeled. They will have \$5 bags that can be filled with books and items. If you have anything to donate, bring it to the library the week before the sale. Vicki might be gone right before the event but the staff can handle the preparation and Vicki will be back the day before the garage sale.

-Vicki ordered a button machine for the summer reading program, Read, Renew, Repeat. However, it did not work, and she is sending it back and looking for another one. They have two different designs for the June Jamboree parade. The summer reading program will be five Wednesdays in July this year. Vicki contacted the zoo, Taylor Zurliene, the waste disposal company, and the Corps of Engineers at Carlyle Lake. She will have five different STEM events during the program. Vicki was looking for ideas. Travis suggested the World Bird Sanctuary which was at the Carlyle library and packed the house. Someone suggested the Extension Offices or garden clubs. Last year there was an issue with the kids not all having the same things in their bags and this year they will all have the same things. Vicki needs a grand prize idea. Jo suggested a book club subscription.

Financial Report:

Treasurer's Report for January was reviewed.

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

-Jo asked why Spectrum under disbursements was blank. Vivian said she is missing the statements by the time of our meetings. They will catch up.

-Vicki asked if there will be excess funding this year. Vivian said yes.

-Judy made a motion to approve the January 2024 financial reports and pay January and February 2024 bills. Diane seconded. Treasurer's report was approved.

Unfinished Business

-One person needs to do Open Meeting Training.

-There was discussion on moving funds into a CD account. Vivian said we won't get another influx of funds for seven months and we need about \$72,000 to get to seven months. Vivian suggested moving between \$10,000-\$15,000. We have a CD that is not making much money at this time, and we could use it if we ran into problems. Diane motioned to move \$12,000 into a five-month CD at FCB. Travis seconded. Approved.

New Business

-Vivian and Vicki presented the FY2025 Budget to the Board. Vicki said to compare it with the overall budget for the year Vivian provides monthly. There were no questions. If anyone has a question, contact Vivian or Vicki.

-Staff raises were discussed. Jinea, Julie, and Eden automatically received a raise to \$14 per hour due to the State of Illinois minimum wage law. It was suggested to raise Vicki and Judy the same dollar increase. Vivian motioned to keep Jinea, Julie, and Eden at \$14.00 an hour, raise Judy to \$15.00 an hour and Vicki to \$18.00 an hour. Judy seconded. Approved. Janitor salary will not change.

-Vicki is working on the Policy Manual review. She will separate the employee manual from the standard. She will send it to Diane, and it should be done by the end of the fiscal year. The Board will receive for final approval.

-There were no closed meeting minutes to review.

-Jo gave Vicki her performance review. Everybody loves what Vicki has done with the library and is glad she is the Director.

-The Board reviewed Chapter 1 of the Serving Our Public. There were no questions. We will review Chapter 2 at the next meeting.

Closed Session: None

Adjournment:

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

-Next monthly meeting will be March 11, 2024, 6:30 PM.

Respectively,

Diane Hoerchler, Secretary