

New Baden Library Board Minutes
New Baden, IL 62265
March 11, 2024

Meeting was called to order at 6:28 p.m. by Jo.

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

Public Comments: None

Board Meeting Minutes:

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

Librarian Director Updates:

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

-The library numbers are good, and we had seven new patrons in February.

-IHLS Leadership had their meeting in the library on March 1. They were very impressed with the library and the hospitality. They may decide to have all their meetings at our library. New Baden is centrally located, and the room is good for them. They were department head's so Vicki made good contacts.

-The puzzle race is March 14, 7-9:00. There are twelve tables. Each team will have four players. They are still selling tickets for the basket. Vicki has the puzzles wrapped in paper. Jo and Greg are participating.

- The Vendor Fair/Bake Sale is March 30, 9-1:00. Vicki asked if anybody on the Board was donating a baked item. Anything is appreciated, like cake, bread, bars, pie, cookies. They must be individually wrapped and labeled. Bring all baked items to the library on Friday, March 29. Vicki has a canopy she will set up.

- The village wide yard sale is Saturday, April 27. We will have the back room set up and have another bake sale. She will also set up a table at the Civic Center. Again, all items must be individually wrapped and labeled. Morning baked goods go well for this bake sale.

-Vicki will be making buttons for the June Jamboree parade this year to pass out. She is also getting jar grippers to pass out. She wants to get enough for the Library Crawl in Oct.

-The summer reading program will be five Wednesdays in July this year. First week will be the Zoo, second week is someone from the Extension Office, third week she will talk to Taylor Zurliene about presenting recycling, fourth week is the World Bird Sanctuary, and fifth week will be someone from the Army Corps of Engineers at Carlyle Lake. Vicki is still working on prizes. There was a suggestion about book club subscriptions and there was a discussion. Vicki will check into them.

Financial Report:

Treasurer's Report for February was reviewed.

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

--There was discussion on moving money around again. The top three accounts are needed to keep the library going until the next tax increment comes in. But the money market is not making as much interest and the checking account, no interest. Other financial facilities pay more but

we decided a long time ago to keep the library funds local. Vivian will check to see if she can negotiate the Money Market interest rate and provide the Board info at the next meeting.

--Vicki asked if there will be excess funding this year. Vivian said yes, maybe \$2,000.

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

Unfinished Business

-Greg will check to see if he has a certificate for Open Meeting Training.

-Vicki got paint to Mr. Burchum at the high school.

-Vicki got the staff evaluations completed.

-Vivian asked if there were questions on the 2025 Budget she provided last week. There were no questions. Vivian motioned to approve the 2025 Budget. Judy seconded. Budget was approved.

-Vicki presented the Board with the revised Library Policy and Procedures Manual. She asked the Board members to look it over before the next meeting for adoption.

New Business

-Vicki said the calendar needed to be changed. The discussion/nomination of Officer's should be moved from March to May and should be every other year. Calendar will be updated.

-The Board reviewed Chapter 2 of the Serving Our Public. There were no questions. We will review Chapter 3 & 4 at the next meeting.

-Vicki asked Greg if he could look at the women's restroom. Bolts are not staying tight on the toilet seat. Greg bolted the shelves to the wall in the back room. Greg is also making a cart for the bulletin board supplies. Vicki also asked if he could change the furnace filters around March 22.

-Jo asked if the Village ever inspects the building. Some bricks look loose. Greg will check the building.

-Some of the blinds do not go up and down easily. Greg and Travis will look at them.

-Vicki talked with Lazerware about the five computers we need to replace. They will be about \$1,100 each. She plans on replacing two with 2024 funding and three with 2025 funding.

-Vicki would also like to purchase a laptop to help with the summer inventory. Illinois Heartland is going to an automatic sorting and the barcodes will need to be on the front of the books. The laptop could help with that also.

-Vicki said audio books and music CD's are not being checked out. She thinks soon we will get rid of them.

Closed Session: None

Adjournment:

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

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

Respectively,

Diane Hoerchler, Secretary