

New Baden Library Board Minutes
New Baden, IL 62265
April 15, 2024

Meeting was called to order at 6:32 p.m. by Jo.

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

Public Comments: None

Board Meeting Minutes:

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

Librarian Director Updates:

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

-The library numbers are good, but we are watching the DVD numbers.

-Recap of March activities:

--The puzzle race was March 14. It was a huge success. Everybody finished the puzzle. We made \$154 from the basket raffle. We will be doing it again maybe in Sep. We will probably not do it during the week, have bigger puzzles, up to 15 tables, and will probably not provide snacks.

-- The Vendor Fair/Bake Sale was March 30. The library made \$467.25 from the bake sale, but we had to quit an hour early. The wind blew over the canopy, so we need to figure out something different if we do it again.

--Bulletin boards have all been changed.

--Filters have all been changed.

-The village wide yard sale is Saturday, April 27. We will have the front room set up and have another bake sale. We will also set up a table at the Civic Center. Again, all items must be individually wrapped and labeled. Bring items to the library by Friday afternoon.

-Vicki asked Gary Baehr to come and change light bulbs. However, we have more of an issue and need an electrician. Recommendation was Larry Pfeffer from New Baden or Toennies from Albers.

-Greg and Jo worked on Vince's memorial tree with mulch, rock, and plants. Vicki will look for a light to shine on the plaque. Greg found a concrete bench with books as legs and Vicki purchased it for the library. She will contact one of the Village workers to see about putting down a concrete pad for the bench by the memorial tree.

-Vicki is trying to sell a big tree in the front room. Trenton Library came and got a shelf from the front room that we no longer need.

- Greg has been very handy around the library and added wheels to the conference table so it can be rolled around the room.

Financial Report:

Treasurer's Report for March was reviewed.

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

--Vicki said the cabinets for the front room are not going to be finished in Apr but by the end of the school year. Funding will have to come out of next year's budget.

--There was discussion on purchasing a laptop for the library to use for scanning, but it was tabled for now.

-Diane made a motion to approve the March 2024 financial reports and pay April bills and March 2024 debit card bills. Judy seconded. Treasurer's report was approved.

-Vivian mentioned the CD maturing April 22 and she would like to let it continue. There was discussion on adding funds to it since we will have money available at the end of the fiscal year. But the first large increment of funding to the library will not be until September and Vivian thinks we should hold on to the funds to make it to September.

Unfinished Business

-Board training is complete.

-The Board reviewed the Library Policy and Procedures Manual. Diane had a lot of questions and did not think some of the policy should be included. The first ten pages are written in lawyer language, hard to understand, and words that needed to be researched for definition. Vicki said it needed to be in the policy or we will not receive funding for the library through the state. Vicki will make grammatic changes and present it to the Board at the next meeting.

-Travis and Greg looked at the blinds and purchased grease to use to help them go up and down better.

New Business

-Vicki asked if everyone received their Economic Interest for Clinton County. Present Board members did, except Travis. He will go online and submit his.

-There have been issues with the men's bathroom. It has been clogged very badly several times. Vicki has gotten it working but we might need to contact a plumber and have it snaked or purchase a new toilet that has a harder flush.

-The Board reviewed Chapter 3 and 4 of the Serving Our Public. There were no questions. We will review Chapter 5 at the next meeting.

Closed Session: None

Adjournment:

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

-Next monthly meeting will be May 13, 2024, 6:30 PM.

Respectively,

Diane Hoerchler, Secretary