

**New Baden Library Board Minutes**  
**New Baden, IL 62265**  
**September 9, 2024**

Meeting was called to order at 6:31 p.m. by Jo.

Member's present were: Jo Stroot, Vivian Bossler, Judy Baehr, Diane Hoerchler, Travis Santel, Greg Sweet, Vicki, the Librarian. Also present was Jim Smith, potential Board member.

**Public Comments:** None

**Board Meeting Minutes:**

August meeting minutes were reviewed. Vivian motioned for August minutes to be approved. Travis second. Minutes were approved.

**Librarian Director Updates:**

-Vicki introduced Jim Smith to the Board. He is an avid reader, and his family uses the library for various things. He is interested in being a Board member.

-Vicki distributed the August 2024 Librarian report to Board members and the report was reviewed.

-August had no major issues, busy with patrons and fall/winter activities.

-Puzzle Night is Thurs, Sep 12, 7:00-9:00. We have 11 tables, but will set up one extra.

-Trick or Treat in the Park is Friday, Oct 18. We have everything ready.

-The fall garage/bake sale is Oct 19. If anyone is interested in baking something we would appreciate it. Muffins, small breads, cookies, bars, Chex mix, any smaller things with substance are good this time of year. We do have a lot of books to sell. We will have a Vintage Book area, and those books will not go in the \$5 bags.

-The Mascoutah Library cards to students is a program through a DODEA grant on teaching. The school must apply not the library. Vicki looked at the website but couldn't tell if you had to have military families going to the schools or not. There was discussion on our school district being in two towns, New Baden and Trenton, where Mascoutah only has one, however, Scott AFB does have a school also. Vicki will do more checking on the program.

-The barcoding and inventory at the library was #11 a week ago for getting the equipment and has moved up to #4. That means we will start the project sooner than we thought. The payroll will go up during this time. We plan on having two people work at the same time, one doing barcoding and one inventory. They will also make sure the demographics for where the books are located is correct. Vicki will purchase a cart with two sides so staff can work the project easier.

-We have a father and son who come to the library and have a lot of overdue items. We have given them a list of the items, but they have a lot of excuses why they have not returned the items. Vicki would like to compose a letter to the patron and have the police department deliver it to them. We don't want patrons abusing our library. There was discussion and the Board agreed with Vicki.

-We will be replacing five computers, three patrons and two staff. We will replace the three patron ones this budget year for \$2,369.34. The other two will be replaced next budget year.

**Financial Report:**

Treasurer's Reports for August was reviewed.

-Vivian explained the receipts and expenses for August. She reviewed the overall budget for the year, bills to pay, and the bank reconciliation. There were no questions.

-Judy made a motion to approve the August 2024 financial reports, pay August/September bills and July/August debit card bills. Diane seconded. The treasurer's report was approved.

### **Unfinished Business**

-Vicki contacted Litteken Electric about the front room lights. They moved us to the top of the list. Somebody came and measured the lights, again, but Vicki has not heard anything after that.

-Vicki contacted Germantown Gutters to get the outside work finished. They are 6-7 weeks out on projects.

-The IPLAR was submitted in June and we have not heard anything so consider it good.

-Our library will start the 1,000 Books Before Kindergarten program. We will set up a section in the kid's reading area, tiered by 100's. When a child reads to a certain point, we will take a picture and give them a small prize. If they reach 1,000 before they go to kindergarten, we will give them a larger prize.

-Everybody will do Sexual Harassment, Vivian, Greg, Diane, Judy and the Staff in Sep, Travis in Oct, and Jo in Nov. Jo will have to do other training also.

### **New Business**

-The Board volunteered Greg to construct a 'Little Library' outside the library building. Greg has a book of ideas. He will get with Jo and Vicki to come up with a design.

-Vivian is working on the tax levy. She will present it next month. Probably be like last year.

-Jim was asked if he was still interested in being on the Board at the end of the meeting and he was. Vivian motioned to appoint Jim Smith to take Jennifer Hendron's position on the Board. Judy second. Approved.

**Closed Session:** None

### **Adjournment:**

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

-Next monthly meeting will be October 14, 2024, 6:30 PM.

Respectively,  
Diane Hoerchler, Secretary