

**New Baden Library Board Minutes**  
**New Baden, IL 62265**  
**February 10, 2025**

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

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

**Public Comments:** None

**Board Meeting Minutes:**

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

**Librarian Director Updates:**

-Vicki distributed the January 2025 Librarian report to Board members and the report was reviewed.

-Numbers were slightly down but we were closed several days due to weather. We had no extra activities or story time, but we did add 11 new patrons.

-January 20, we were closed but we all came in and started inventory/barcoding. We did not get finished with the barcoding and the machine must go back but we will request it again to finish the project. We are continuing the inventory which involves cleaning up and weeding out books not checked out since 2019. Most of the adult books are finished and half of the children's books. We have not started the nonfiction, and they will be hard. We did the biography section and wiped out almost all the books, so we took a hard look at the books again and put some back on the shelf. There was a question about all the books we are taking off the shelves. We put some in the back room for exchange, save some for the yard sale, and others we give to the Memorial Hospital book fair.

-Vicki came in one night and a smoke alarm was chirping. She changed the batteries in all smoke alarms but one was bad. She bought a new one but needs help to put it up. Travis volunteered.

-There is a man in town who wanders around and one of his favorite spots is the picnic table by the library. Even though there is a trash can there he does not clean up after himself and leaves cups and cigarette butts. There was discussion on what to do. Vicki will gently talk to him.

-Staff evaluations are not done yet, but Vicki will get them finished by the end of the month.

-Vicki would like to have a Puzzle Race the end of March or beginning of April. She would like to do a monthly calendar with the yearly activities to make it easy to follow.

-There is a vendor fair in the Civic Center this spring. Someone contacted Vicki to have a story time for the event. There was discussion and it was decided to skip the vendor fair this year.

-Vicki has been ordering stuff for the summer reading program. Jane Reeb, who is our summer reader, is not coming back this year and Vicki asked if anybody knew of someone who would like to take the job over. She will post something on Facebook or the library website.

**Financial Report:**

Treasurer's Report for January was reviewed.

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

-Vivian explained some of the negative numbers from the receipts and expense sheet. She will double-check the tax revenues on the overall budget sheet.

-Diane made a motion to approve the January 2025 financial reports, pay February bills and January debit card bills. Travis second. The treasurer's report was approved.

### **Unfinished Business**

- Jo and Jimmy still need to complete training.
- Per Capita was submitted.
- Vicki contacted Germantown Gutters and we are on the schedule for the week of Feb 17<sup>th</sup>.
- Vicki contacted Litteken Electric about the sensitive lights in the hallway. They changed the sensors, but they were still flashing. We haven't noticed it lately so they may be fixed now.
- A lengthy discussion was led by Vicki about the bathroom issues. Mascoutah Plumbing came and did the repairs. We will use single ply toilet paper to help alleviate any other issues.
- Greg checked on registering the Little Library and there are two types of plaques. We will go with the cheaper plaque. Greg will also call to make sure there are no lines underground where he will put the Little Library.

### **New Business**

- Our policy is good so we will not do a review this year.
- We are having an issue with the front door. After contacting several company's, it was decided the pivot at the bottom of the door is broken. We need a full door hinge on the outside of the door. Cost could be over Vicki's limit. Vivian motioned to get the repairs done. Greg second. Approved.
- The Lion's Club sent us a request for a donation for their fundraiser. After discussion about our donation last year, it was decided to skip it this year.
- The 2025/2026 Budget was reviewed. There were several issues so Vivian and Vicki will rework for next month.
- There were no Closed Meeting Minutes to review.
- Jo gave Vicki her annual Librarian review. We are all very happy with Vicki's performance.
- Employee wage increases were discussed. Julie, Jinae and Eden automatically received a dollar an hour increase in January dictated by the State of Illinois. It was proposed to increase Vicki and Judi a dollar an hour also. Travis made a motion to increase Vicki to \$19.00 an hour, Judi to \$16.00 an hour, and keep Julie, Jinae, and Eden at \$15.00 an hour. Greg second. Approved.
- Vicki received an email from another library about a book written by Frieda McFadden, Suicide Med. Apparently the book is selling for a lot of money on Amazon. Greg is working to advertising the book on eBay.
- Question was brought up about the patrons who had items from the library that were never returned. Normal letters went out, but nothing happened. Vicki needs to do a certified letter to the patrons, but the budget line did not have the funds. The Board agreed Vivian should move money around so the letters can be sent out.

**Closed Session:** None

### **Adjournment:**

- Vivian motioned for meeting adjournment. Diane seconded. Meeting adjourned.
- Next monthly meeting will be March 10, 2025, 6:30 PM.

Respectively,  
Diane Hoerchler, Secretary