

New Baden Library Board Minutes
New Baden, IL 62265
September 17, 2026

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

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

Public Comments: None

Board Meeting Minutes:

August meeting minutes were reviewed. Vivian motioned for August minutes to be approved. Judy seconded. Minutes were approved.

Librarian Director Updates:

-Vicki distributed the August 2026 Librarian reports to Board members and the reports were reviewed.

-Our numbers are still good but noticing a downturn in DVD checkouts.

-August recap: bulletin boards were updated to a fall theme and the activity table in the kid's area has been supplied with items to occupy kids while in the library. The activity table has been used often with a few items being favorites. Vicki may add a few more things at some point.

-Story Time has started and the first week there was only one preschooler in attendance and the second week there were two. We may need to rethink our Story Time structure if numbers stay low. Vivian suggested reaching out to homeschooled families about Story Time. We need to maintain the event as a preschool age event and homeschool families might want to bring their school age children as well. We will continue to think about ways to promote and/or modify the event.

-The bulletin board for 1,000 Books Before Kindergarten is up and it was posted on multiple Facebook pages. We have had several families come in and request logs in order to participate in the program. We also have a cloth bin full of books for the children to choose from as they complete set of logs.

-We have a lot of events coming up. In October we will have the Book/Bake sale October 9th and 10th. Vicki purchased new bags for the event and showed everyone a sample. She also requested donations for the bake sale – it can be anything anyone would like to contribute. Baked goods need to be at the library by the Thursday night before the sale. We have received a lot of great donations of books for the sale. Trick or Treat in the Park will be on October 16th from 6pm-8pm. We have everything we need for give away and no need to purchase anything this year. On October 22nd we will be having mandatory Narcan training at the library at 7pm. Vicki will check to see if Board members can also attend if there is anyone wishing to attend. The library will host a Puzzle Race on November 11th from 6pm-8pm. The library is closed that day for Veteran's Day so we can start the race a little earlier than in the past. There will be a limit of 10 tables at \$20 a table. An Author event will be held on Thursday, November 19th at 6:30pm. Dr. Kim Fulkerson will be here with her new book Grief in the Middle of Nowhere. She stopped in one evening to look at how she would like to have things organized and she is planning on inviting several counseling organizations in the surrounding area to attend. Vicki thought it could be a larger group of attendees and wondered about having cookies and water for the audience. Holiday Story Time will be Tuesday, December 8th from 7pm-8pm. This year's theme will be a Gingerbread Man theme. The library has been invited to participate in the Holiday Light Parade on December 12th. The Board thought that it would be great exposure for the library.

Vicki is going to do more research on decorating for the parade and items to be given to the kids during the parade.

-Vicki brought up an issue several libraries have had recently regarding bed bugs and returning infested library items. She was recently contacted by a library where a book was sent from our library to their patron and when the item was returned it had bed bugs. Vicki just had the library destroy the book. Since that happened several other libraries have had issues as well. Vicki passed out a Pest Policy and a letter to be sent to a patron if something would occur at our library for the Board to review. Action will be taken on the policy at the next meeting.

Financial Report:

Treasurer's Reports for August were reviewed.

-Vivian distributed the receipts and expenses, the overall budget for the year, the bills to pay, and the bank reconciliation. The CD that matured in August 2026 was rolled over into the Money Market account.

-Judy made a motion to approve the August 2026 financial reports, pay August debit card bills and September bills. Greg second. The treasurer's report was approved.

Unfinished Business

-Travis and Jo have annual training to complete. There was a lengthy discussion about the annual training being completed. Vicki is going to call and ask if people can get a paper copy of the training for those having difficulty.

-Outdoor security cameras and indoor panic buttons were installed in August. The outdoor cameras have already been useful with issues of bikes not being put in the bike rack properly but left just anywhere on the ground and in parking spaces. The Board asked Vicki to test the panic buttons with the Police Department.

-Vicki talked with Tim at the Village and the repairs to the building are on his list to be done when there is time.

-Old school records need to be boxed up and taken to Village Hall. Several Board members were going to bring boxes into the library for boxing.

-Vicki called the principal at New Baden Elementary and left a message regarding the Little Free Library we would like to put at the school. He has not returned her call so she will follow up with him.

-The plan on putting a table in the front room with gaming computers was discussed again with no decision made in regards to moving forward. Vicki did call 9 libraries in the area. The larger libraries have separate areas for gaming and none of the libraries charged for Internet use on their public computers.

-Vicki discussed with the Board regarding changing the Board email from a general email address to individual emails to conduct library business. She followed up with the person who responded to the library IPLAR for guidance on emails. It is a recommended preference by the State Library for the Board to have individual library email accounts. The reasoning for doing so is to follow record retention laws, better email security, control of email information along with providing a credible and professional manner to contact Board members. Currently the library pays for the general email address but if it would change to individual emails it would not have a cost. There would also be a way to forward all emails coming into the individual library emails to each Board member's personal email account so there would be no need to monitor both accounts. The Board is still not interested in making the change but asked if the individual emails could be as generic as president/vice president/etc instead of individual names. Vicki will check and see if that format would be acceptable.

-A reminder that election packets are available at Village Hall now and must be turned in by November 23rd. Vivian has picked her packet up.

New Business

-Vivian made a motion to appoint Shelby Kuhl to replace the open Board position vacated by Amanda Williams. Greg seconded. Motion was approved.

-There was a discussion on preparation for the Tax Levy that needs to be voted on in October. Vicki has been viewing sessions provided by IHLS on the tax levy and shared some information she gained. She felt we should ask for the 5% because of the continuing increase in goods and services. In FY26 the actual costs for Equipment Maintenance, Insurance, Telephone/Internet and Utilities was 28% above the budgeted amount. By asking for 5% does not mean we would get 5%, the county determines the legal amount we are eligible for and will only give us that amount. If we ask for less and we were legally eligible for a larger amount, we lose out on that revenue. The amount we would lose would not reduce the tax burden of the homeowners but would go to another entity within the county.

-Vicki brought up the possibility of pursuing a Library Construction Grant for the purpose of replacing the HVAC systems in the library. The present systems are very old and not energy efficient. She stated it might be better to try to be proactive at replacing the systems instead of waiting until they would be unrepairable.

Closed Session: None

Adjournment:

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

-Next monthly meeting will be October 12, 2026, 6:30 PM.

Respectively,
Vicki Obermann, Librarian