

NIPPERSINK PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
REGULAR MEETING MINUTES
March 12, 2024

CALL TO ORDER

The Regular Meeting of the Board of Library Trustees of the Nippersink Public Library District at the Nippersink Library, 5418 Hill Road, Richmond, Illinois, was called to order at 7:00 p.m. by President Drew Knobloch.

PRESENT

Trustees Adrienne Adams, Bret Bieder, Heather Evenson, Robert Johnston, Michelle Jordan, Drew Knobloch, Sue Rekenhaller, and Library Director Dana Fanslow were present.

RECOGNITION OF SECRETARY

Trustee Rekenhaller was recognized as the secretary. Director Fanslow volunteered to act as recorder.

RECOGNITION OF MEMBERS OF THE AUDIENCE

Ash Lee Simons, Youth Services Manager

ADDITIONS

iLead Training to correspondence

MINUTES

1. Approve February 13, 2024, Regular Meeting Minutes
Motion was made by Trustee Bieder, Second by Trustee Evenson to approve the February 13, 2024, Regular Meeting Minutes.
Voice Vote: All in Favor
MOTION CARRIED

CORRESPONDENCE AND LIBRARY NEWS

1. Director Fanslow shared with the board a Facebook message the Library received. This message was from a former patron excited to see the changes happening under the new leadership.
2. President Knobloch informed the board that iLead has free training for board members on L2. Director Fanslow will forward the email to the board.

TREASURER'S REPORT

1. Review and Approve Warrant #9
Warrant #9 in the amount of \$23,324.50 was reviewed for payment.
Motion was made by Trustee Bieder, Second by Trustee Jordan, to approve the Warrant #9.
Roll Call Vote: Ayes: Adams, Bieder, Evenson, Johnston, Jordan, Knobloch, Rekenhaller
Nays: None
MOTION CARRIED
2. Review Monthly Budget Report
 1. We are under budget of \$52,987.28 for the fiscal year and \$37,726.78 for February.

LIBRARY DIRECTOR'S REPORT

Director Fanslow updated the board of the elevator project. TKE & Studio GC came out to assess the elevator and discuss the plans for moving forward with the project.

Director Fanslow informed the board of the Laconi Trustee Banquet that is coming up.

Director Fanslow followed up about working with Warp Corps about NPLD shirts for staff.

Director Fanslow reported about the programming planning, with the first of many adult programs starting on April 3 with local author visit Barbu.

Director Fanslow shared with the board that the social media post “What programs or services would you like to see at NPLD?” sparked many conversations within our community and shared the suggestions she has revived thus far.

COMMITTEE REPORTS

None

UNFINISHED BUSINESS

1. 2024 Economic Interest Statements
 - a. President Knobloch reminded the board to have these filled out before 5/1/2024, and to forward your confirmations to Director Fanslow.

2. Library Technology & ACT Contract
Motion was made by Trustee Adams, Second by Trustee Rekenhaller, to go into an Unlimited contract with ACT and have them replace our server, WIFI, and firewall.
Roll Call Vote: Ayes: Adams, Evenson, Johnston, Jordan, Knobloch, Rekenhaller
Abstain: Bieder
Nays: None

MOTION CARRIED

3. Circulation Policy
Motion was made by Trustee Bieder, Second by Trustee Jordan, to approve the updated Circulation Policy with the amendments.
Roll Call Vote: Ayes: Adams, Bieder, Evenson, Johnston, Jordan, Knobloch, Rekenhaller
Nays: None

MOTION CARRIED

NEW BUSINESS

1. Employee Policies
 - a. Reasonable Accommodations
 - b. Whistleblower Protection
 - c. Anti-Bullying & Anti-Workplace Violence
 - d. Non-Discrimination & Anti-Harassment
 - e. Employee Conduct
 - f. Guidelines for Discipline Implementation.

Motion was made by Trustee Bieder, Second by Trustee Johnston, to approve the Employee Policies updates, a-f, with the amendments.

Roll Call Vote: Ayes: Adams, Bieder, Evenson, Johnston, Jordan, Knobloch, Rekenhaller
Nays: None

MOTION CARRIED

2. Time Policies
 - a. Holiday Pay
 - b. Sick Time
 - c. Vacation Time
 - i. Vacation Time was tabled until the April meeting. Director Fanslow will discuss with our attorney how to update and implement this policy following the law.
 - d. Bereavement Leave
 - e. Jury Duty Leave
 - f. Disability Leave
 - g. Military or Reserve Duty Leave
 - h. Victim's Economic Security and Safety Act (VESSA)
 - i. Extended Personal Leave
 - j. Employee Blood & Organ Donation Leave
 - k. Emergency Closings

Motion was made by Trustee Bieder, Second by Trustee Johnston, to approve the Time Policies updates, a, b, d-k, with amendments.

**Roll Call Vote: Ayes: Adams, Bieder, Evenson, Johnston, Jordan,
Knobloch, Rekenhaller
Nays: None**

MOTION CARRIED

3. Meeting Room Policy

Motion was made by Trustee Bieder, Second by Trustee Jordan, to approve the Meeting Room Policy.
**Roll Call Vote: Ayes: Adams, Bieder, Evenson, Johnston, Jordan,
Knobloch, Rekenhaller
Nays: None**

MOTION CARRIED

4. Copy Machine Contract

Motion was made by Trustee Bieder, Second by Trustee Evenson, to approve the Copy Machine Contract with Gordon Flesch.
**Roll Call Vote: Ayes: Adams, Bieder, Evenson, Johnston, Jordan,
Knobloch, Rekenhaller
Nays: None**

MOTION CARRIED

5. Strategic Planning
 - a. The strategic planning discussion was tabled until the April meeting.

AUDIENCE COMMENTS

NONE

ADJOURN

There being no further business, President Knobloch declared the meeting adjourned at 8:38p.m.

Respectfully submitted by Dana Fanslow,

Theresa Sue Rekenhaller, Secretary