

NIPPERSINK PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
REGULAR MEETING MINUTES
February 13, 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 PM by President Drew Knobloch.

PRESENT

Trustees Adrienne Adams, Bret Bieder, Heather Evenson, Robert Johnson, 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

None

ADDITIONS

None

MINUTES

1. Approve January 16, 2024 Regular Meeting Minutes
Motion was made by Trustee Bieder, Second by Trustee Evenson, to approve the January 16, 2024 Regular Meeting Minutes.
Voice Vote: All in Favor
MOTION CARRIED

CORRESPONDENCE AND LIBRARY NEWS

1. Update from the Office of the Secretary of State
 - a. As of January 1, 2024 it became IL law that a library must adopt ALA's Bill of Rights or alternative policy in order to receive IL Grants, such as Per Captia.
2. Contractor Reporting
 - a. As of January 1, 2024 we need to report to IDES any contractor, this includes programmers. Not doing such can result in a fine, as well as a possible Class B misdemeanor.

TREASURER'S REPORT

1. Review and Approve Warrant #8*
Warrant #8 in the amount of \$13,759.77 was reviewed for payment.
Motion was made by Trustee Bieder Second by Trustee Adams to approve the Warrant #8.
Roll Call Vote: Ayes: Adams, Bieder, Evenson, Johnston, Jordan, Knobloch, and Rekenhaller
Nays: None
MOTION CARRIED
2. Review Monthly Budget Report
 - a. We are under budget of \$63,648.84 for the fiscal year and \$20,844 for January.

LIBRARY DIRECTOR'S REPORT

Director Fanslow reported to the Board about the different statistics they are now seeing in their monthly packets, such as visits and social media.

Director Fanslow has updated the Board that the elevator parts are officially in, and now we move to the next step of getting Studio GC and TK to collaborate on when to get this project finished.

Director Fanslow updated that we made two offers for new employees, the Youth Services Manager and Adult Services Programmer, and both will be starting in a few weeks.

Director Fanslow informed the Board that we have been approved for Microsoft 360 Non-Profit which will save the Library money and give staff the tools they need to do their jobs more efficiently.

Director Fanslow told the Board that National Library Workers Day is April 9 and would like to do something for the Library staff. President Knobloch suggested Library swag, and Trustee Bieder suggested to talk to Warp Corps for this.

Director Fanslow let the Board know that Ester is retiring after 20 years of service to our Library, and we will be having a luncheon to honor her on February 29.

Director Fanslow discussed our first youth program, Love Canvases. This was a huge success and will be turning into a series program.

COMMITTEE REPORTS

None

UNFINISHED BUSINESS

1. 2024 Economic Interest Statements
 - a. Economic Interest Statements are due by May 1. President Knobloch asked everyone to make sure they email Director Fanslow their confirmation emails.

NEW BUSINESS

1. Budget Line 310
 - a. President Knobloch discussed wanting to go Fine Free due to how small this line item is for NLPD. The Board of Trustees were open to the idea of going Fine Free. Director Fanslow will write up a policy to be reviewed for the March Board meeting.
2. Collection Development Policy
Motion was made by Trustee Adams Second by Trustee Bieder, to approve the Collection Development Policy update.
Roll Call Vote: Ayes: Adams, Bieder, Evenson, Johnston, Jordan, Knobloch, and Rekenthaler
Nays: None
MOTION CARRIED

3. All-Staff Training Dates
Motion was made by Trustee Bieder, Second by Trustee Jordon, to approve the All-Staff Training Days for 2024.
Roll Call Vote: Ayes: Adams, Bieder, Evenson, Johnston, Jordan, Knobloch, and Rekenhaller
Nays: None
MOTION CARRIED

4. Pay Rates
Director Fanslow discussed the pay inequity between staff members and proposed 2 different pay structures to equal the pay, with the suggestion of Plan B. President Knobloch explained how with hiring new staff members in this would be a suitable time to “reset” our pay scale.
Motion was made by Trustee Johnston, Second by Trustee Evenson, to approve the proposed Pay Rates in Plan B for the employees.
Roll Call Vote: Ayes: Adams, Bieder, Evenson, Johnston, Jordan, Knobloch, and Rekenhaller
Nays: None
MOTION CARRIED

5. Payroll Company
Motion was made by Trustee Bieder, Second by Trustee Evenson, to approve Paychex as our new Payroll Company.
Roll Call Vote: Ayes: Adams, Bieder, Evenson, Johnston, Jordan, Knobloch, and Rekenhaller
Nays: None
MOTION CARRIED

6. Library Credit Card & Policy
Motion was made by Trustee Bieder, Second by Trustee Johnston, to approve getting a Library Credit card using the Business Real Rewards and approve the Corporate Credit Card Policy.
Roll Call Vote: Ayes: Adams, Bieder, Evenson, Johnston, Jordan, Knobloch, and Rekenhaller
Nays: None
MOTION CARRIED

Motion was made by Trustee Bieder, Second by Trustee Johnston, to approve Setting limits for credit cards: \$5,000 for the Library Director and 2 cards set at \$500 for the managers.
Roll Call Vote: Ayes: Adams, Bieder, Evenson, Johnston, Jordan, Knobloch, and Rekenhaller
Nays: None
MOTION CARRIED

7. Library Technology & Tech Company
The discussion was had about the importance of having a Tech company and coming up with a Library Technology plan. This discussion is tabled until the March meeting.

AUDIENCE COMMENTS

None

ADJOURN

There being no further business, President Knobloch declared the meeting adjourned at 8:30 p.m.

Respectfully submitted by Dana Fanslow,

Theresa Sue Rekenhaller, Secretary