

**NIPPERSINK PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES REGULAR MEETING
REGULAR MEETING MINUTES
July 9, 2024; 7:00 PM**

CALL TO ORDER

The Regular Meeting of the Board of Library Trustees of Nippersink Public Library District at the Nippersink Library, 5418 Hill Rd. Richmond, Illinois, was called to order at 7:10 p.m. by President Knobloch.

PRESENT

Trustees Brett Bieder, Sue Rekenhaller, Robert Johnston, Drew Knobloch and Library Director were present.

ABSENT

Trustees Adrienne Adams, Michelle Jordan, and Heather Evenson were absent.

RECOGNITION OF SECRETARY

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

RECOGNITION OF MEMBERS OF THE AUDIENCE

Ash Lee Simons, Youth Services Manager
Yoni Nielson, Assistant to the Director
Kathy Christenson, Adult Services Manager/Assistant Director of Operations

ADDITIONS

None.

MINUTES

1. Approve June 18, 2024, Regular Meeting Minutes
Motion was made by Trustee Johnston, Second by Trustee Bieder, to approve the June 18, 2024, Regular Meeting Minutes.
Voice Vote: All in Favor
MOTION PASSES

CORRESPONDENCE AND LIBRARY NEWS

1. There will be a webinar on Library Trustees: Leading Through a Crisis on August 24 at 10am. Meeting Room will be booked so that all Trustees can join in.

TREASURER'S REPORT

1. Review and Approve Warrant #1*

Warrant #1 in the amount of \$46,247.50 was reviewed for payment.

Motion was made by Trustee Bieder, Second by Trustee Rekenthaler to approve the Warrant #1 in the amount of \$46,247.50

Roll call Vote: Ayes: Knobloch, Bieder, Rekenthaler, Johnston.

Nays: None.

MOTION PASSES

SPECIAL REPORTS

Library Director Reports

Director Fanslow highlights that NPLD will participate in Spring Grove's 4th of July parade, Richmond's Trunk or Treat on October 12 at the Richmond Police Station and Spring Grove's Trunk or Treat on October 26 at Horse Fair Park.

Director Fanslow highlights received the FY-24-25 Per Capita Grant and will be allocated to the purchase of 5 computers and shelving units.

Director Fanslow highlights that updated list of the Staff Wish List from January of this year.

Director Fanslow updated the Board on Facility: HVAC had the maintenance and repair work; the elevator is waiting for the electrical part that LoDestro will install then TKE will finish the portion of the upgrade; SD Construction will finish the moving of the book drop, repair the flagpole, fix the broken window, replaced the stained carpet, remove the drinking fountain and cover the hole and replace the damaged ceiling.

ADULT SERVICES

Christenson reports that there are 102 adults registered in Beanstack and patrons have been giving positive feedback especially the gift baskets.

Christenson reports that The Conservancy of McHenry County will be displaying their photos on the first floor for the month of July.

Christenson reports that expanding the book club to 18 people but felt too large and will limit the number to 15 people

YOUTH SERVICES

Simons reports that there are 206 readers under the age of 18: 72% (149) have logged the reading minutes; 31 readers have completed – 420 minutes under the age of 5, 700 minutes for ages 6-12, 840 minutes for ages 13-17. The prizes have been well received!

Simons reports that for the fall, YS team are planning for recurring program offerings such as Pokemon Club, STEAM Lab, Tween Crafternoon, Scarecrow-making Day, multiple Slime Lab sessions for all difference age groups.

Simons reports that the yearly evaluations have been productive. The goals will include bolstering communication, organizing a SharePoint for the department, and re-organizing the floorplan, diversifying programs, sharing new learning with the team, and working together on collection development.

Simons reports that there will more addition to the Library of Things such as expanding the game offerings, Playaway's, and 3D printing pens.

UNFINISHED BUSINESS (All possible action items)

- a. Attorney & Elevator Update
"To move forward, the Library should immediately identify an appropriate location for storage. You can use the failure of technical compliance as a basis to try to negotiate a reduced storage charge to this point."
- b. Facilities Walkthrough
The Board of Trustees, Director Fanslow and Simons walked around the perimeter and inside the library building to observe and determine the condition of the building.

NEW BUSINESS (All possible action items)

- a. Ordinance 2024-7-1 Building and Maintenance Levy
Motion was made by Trustee Bieder, Second by Trustee Rekenhaller to approve the Ordinance 2024-7-1 Building and Maintenance Levy.
Roll call Vote: Ayes: Knobloch, Bieder, Rekenhaller, Johnston.
Nays: None.

MOTION PASSES

- b. Policies
 - i. Employee Policies
 - 1. Dress Guidelines & Name Badges
 - 2. Wage & Salary Guidelines
 - 3. Performance Evaluations
 - 4. Promotions & Transfers
 - 5. Termination of Employment

TABLE FOR THE NEXT BOARD MEETING
 - ii. Notary Services Policy

TABLE FOR THE NEXT BOARD MEETING
- c. Resolution No. 2024-7-A Authorizing Public Non-Resident Cards
Motion was made by Trustee Bieder, Second by Trustee Rekenhaller to approve the Ordinance 2024-7-1 Building and Maintenance Levy.
Roll call Vote: Ayes: Knobloch, Bieder, Rekenhaller, Johnston.
Nays: None.

MOTION PASSES

- d. Review Closed Session Minutes
Motion was made by Trustee Johnston, Second by Trustee Bieder to approve the Closed Session Minutes.

**Roll call Vote: Ayes: Knobloch, Bieder, Rekenthaler, Johnston.
Nays: None.**

MOTION PASSES

- e. Secretary's Audit
Trustee Knobloch and Johnston will perform the yearly Secretary's Audit.

AUDIENCE COMMENTS

None.

ADJOURN

There being no further business, President Knobloch declared the meeting adjourned at 7:42 p.m.

Respectfully submitted by Dana Fanslow

Theresa Sue Rekenthaler, Secretary