

**NIPPERSINK PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES REGULAR MEETING MINUTES  
SEPTEMBER 10, 2024, at the Library 5418 Hill Rd, Richmond, IL**

**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 7:02 p.m. by President Knobloch.

**PRESENT**

Trustees Bieder, Rekenenthaler, Knobloch, Adams, Jordan, Johnston and Evenson, and Library Director Fanslow were present.

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

Trustee Johnston and Trustee Jordan left at 8PM.

**RECOGNITION OF MEMBERS OF THE AUDIENCE**

Yoni Nielson, Assistant to the Director  
Ash Lee Simons, Youth Services Manager

**ADDITIONS**

None

**MINUTES**

- a. Approve August 13, 2024, Regular Meeting Minutes  
**Motion was made by Trustee Johnston, Second by Trustee Bieder, to approve the August 13, 2024, Regular Meeting Minutes.**  
**Voice Vote: All in Favor**  
**MOTION PASSES**
  
- b. Approve July 9, 2024, Special Meeting Minutes  
**Postponed until the next meeting, October 15, 2024.**

**CORRESPONDENCE AND LIBRARY NEWS**

1. Illinois Libraries Agencies of Impact: A Data Study
2. Freedom of Speech Act  
([www.hrsourc.com/maimis/hrs/resources/hr\\_hotline.aspx](http://www.hrsourc.com/maimis/hrs/resources/hr_hotline.aspx))
3. Regulating Election and Campaign Signs  
by Julie Tappendorf, August 29, 2024

## **TREASURER'S REPORT**

- a. Review and Approve Warrant #3\*

Warrant #3 in the amount of \$36,672.44 was reviewed for payment.

**Motion was made by Trustee Bieder, Second by Trustee Evenson to approve the Warrant #3.**

**Roll call Vote: Ayes: Knobloch, Bieder, Evenson, Rekenenthaler, Jordan, Johnston, Adams.**

**Nays: None.**

**MOTION PASSES**

- b. Review Monthly Budget Report

Month of August was lower than usual, as this month served as a preparation period following the end of Summer Reading Program.

## **SPECIAL REPORTS**

### **BOARD PRESIDENT**

President Knobloch reported that he meets with Director Fanslow regularly to stay up to date with what is occurring in the Library. This past month they discussed the ongoing elevator project, board committees, the facilities, and the possibility of going solar.

### **LIBRARY DIRECTOR**

Director Fanslow highlights that September is Library Card Sign-Up Month. There will be a book bag filled with special goodies for the new patrons and each time any patron checks out materials, they will receive a raffle ticket for a chance to win one of two \$25 Visa gift cards.

Director Fanslow highlights that we received a complimentary \$300 telescope for Lake County Astronomical Society through their Lone Star Library program. This will be available to be checked-out and will be used for future programs as well.

Director Fanslow reports on the facility updates:

1. The downstairs bathroom had a malfunctioning toilet. Jared from J Pats handyman resolve the issue.
2. LoDestro has completed their portion for the elevator and TKE will finish the elevator next month hopefully.
3. HVAC unit stopped working in the administrative part of the second floor. It was fixed after replacing the motor.
4. The new pay tower for the printers on the first floor has been installed. This will reduce our annual payment by \$400.
5. NIR patched the two leaking areas.

### **ADULT SERVICES & CIRCULATION**

A report is included in the Board Packet.

## **YOUTH SERVICES**

Simons reports that the Story Room will now be Story room hours for families which will be on Mondays at 6PM to 7:30PM and Tuesdays at 10:30AM to noon.

Simons also added that there will be an adaptive hours for kids which will start when the elevator is in working condition. Tentative days will be every Thursdays at 9:00AM to noon.

Simons reports that we are participating in next year's Library Lovers Expedition (LLE) which will be on February-March 2025.

## **Committee Reports**

None.

## **UNFINISHED BUSINESS (All possible action items)**

- a. Approve Ordinance 2024-9-1, Combined Annual Budget & Appropriation  
**Motion was made by Trustee Bieder, Second by Trustee Rekenhaller to approve the Ordinance 2024-9-1, Combined Annual Budget & Appropriation.**

**Roll call Vote: Ayes: Knobloch, Bieder, Evenson, Rekenhaller, Jordan, Johnston, Adams.**

**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

**Motion was made by Trustee Bieder, Second by Trustee Adams to approve the Employee Policies.**

**Roll call Vote: Ayes: Knobloch, Bieder, Evenson, Rekenhaller, Jordan, Johnston, Adams.**

**MOTION PASSES.**

- ii. Notary Services Policy

**Motion was made by Trustee Adams, Second by Trustee Bieder to approve the Notary Services Policy**

**Roll call Vote: Ayes: Knobloch, Bieder, Evenson, Rekenhaller, Jordan, Johnston, Adams.**

**MOTION PASSES.**

- c. Strategic Planning Committee

Committees will meet on Tuesdays right before the Regular Board Meeting.

**NEW BUSINESS (All possible action items)**

- a. Approve Ordinance 2024-9-2, Transfer to Special Reserve Fund  
**Motion was made by Trustee Bieder, Second by Trustee Evenson, to approve the Transfer to Special Reserve Fund.**  
**Voice Vote: All in Favor**  
**MOTION PASSES**
  
- b. Board Committees – delayed until next Board Meeting
- c. New Handyman – J Pat’s Handyman will be visiting for routine maintenance monthly.
- d. Insurance updates – LIMRiCC is switching from Aetna to BCBS starting January 1, 2025.
- e. Shelving project – major shift of all shelving in both departments. There is a proposed closure when this shift occurs.
- f. Policies – First Reading
  - i. Public Policies
    - 1. Patron Conduct Policy
    - 2. Youth Services Conduct Policy
  - ii. Employee Policies
    - 1. Workplace Security & Inspections Policy
    - 2. Internal Solicitation/Distribution Policy

**TRUSTEE TRAINING**

Delayed until next meeting due to server is down.

**AUDIENCE COMMENTS**

None.

**ADJOURN**

There being no further business, President Knobloch declared the meeting adjourned at 8:32 p.m.

Respectfully submitted by Dana Fanslow, Library Director

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Theresa Sue Rekenhaller, Secretary