

**NIPPERSINK PUBLIC LIBRARY DISTRICT  
MINUTES BOARD OF LIBRARY TRUSTEES REGULAR MEETING  
OCTOBER 15, 2024; 7:00 PM at the Library 5418 Hill Rd, Richmond, IL**

**CALL TO ORDER; Recognition of Secretary**

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 7:00 p.m. by President Knobloch.

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

**PRESENT**

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

**EXECUTIVE SESSION**

**Motion was made by Trustee Evenson, Second by Trustee Johnston, to approve move into closed session pursuant to ILCS 102/2 (c)(1) at 7:04 pm. Roll call Vote: Ayes: Knobloch, Bieder, Evenson, Rekenhaller, Jordan, Adams. Nays: None.**

**MOTION PASSES**

Pursuant to ILCS 102/2 (c)(1), this session is closed door. Session was finished at 7:51 pm.

**RECOGNITION OF MEMBERS OF THE AUDIENCE**

Kathy Christenson, Assistant Director of Operations and Adult & Circulation Manager  
Ash Lee Simons, Youth Services Manager  
Yoni Nielson, Assistant to the Director  
Barb Gallegos, Patron  
Keith Schleiffer, Patron  
Dr. Ron Erdmann, Patron  
Sandy Peterson, Patron

**ADDITIONS**

President Knobloch moved the Audience Comments to proceed first.

**Motion was made by Trustee Bieder, Second by Trustee Evenson, to approve the Audience Comments moved ahead.**

**Voice Vote: All in Favor**

**MOTION PASSES**

## **AUDIENCE COMMENTS**

Dr. Ron Erdmann, Patron, stated his concern with the Workplace Security & Inspections Policy, as well as staff training regarding the policies implementation. He also pointed out the missing Roll Call on the meeting's agenda.

Barb Gallegos, Patron, stated her concern with the Workplace Security & Inspection Policy.

Sandy Peterson, Patron, stated her concern with the police coming to escort a staff member out after the employee was let go.

## **MINUTES**

- a. Approve August 24, 2024, Special Meeting Minutes  
**Motion was made by Trustee Adams, Second by Trustee Bieder, to approve the August 24, 2024, Special Meeting Minutes.**  
**Voice Vote: All in Favor**  
**MOTION PASSES**
- b. Approve September 10, 2024, Public Hearing Minutes  
**Motion was made by Trustee Evenson, Second by Trustee Johnston, to approve the September 10, 2024, Public Hearing Minutes.**  
**Voice Vote: All in Favor**  
**MOTION PASSES**
- c. Approve September 10, 2024, Regular Meeting Minutes  
**Motion was made by Trustee Reenthaler, Second by Trustee Jordan, to approve the September 11, 2024, Regular Meeting Minutes.**  
**Voice Vote: All in Favor**  
**MOTION PASSES**
- d. Approve September 10, 2024, Strategic Planning Committee Meeting Minutes  
**Motion was made by Trustee Bieder, Second by Trustee Adams, to approve the September 10, 2024, Strategic Planning Committee Meeting Minutes.**

## **CORRESPONDENCE AND LIBRARY NEWS**

- a. Court of Appeals weighs on recent First Amendment Decision issued by the U.S. Supreme Court.

## **TREASURER'S REPORT**

- a. Review and Approve Warrant #4\*  
**Motion was made by Trustee Bieder, Second by Trustee Jordan to approve the Warrant #4.**  
**Roll call Vote: Ayes: Knobloch, Bieder, Evenson, Rekenthaler, Jordan, Adams.**  
**Nays: None.**  
**MOTION PASSES**
  
- b. Review Monthly Budget Report  
Month of September has major expenses: Personnel, due to new insurance policies, under "Other Financial." Expense on the Fall Newsletter of printing and postage.

## **SPECIAL REPORTS**

### **Library Director**

Director Fanslow reports that we are covered under Traveler's Cyber Risk insurance, Lauterbach & Amen finished their audit for 2023-2024, and the Library restructuring of the Technical Services Department.

Director Fanslow highlights of the facility updates regarding bathroom malfunctioning, moving of the book drop, completion of the elevator and the security cameras which will be installed in the days to come. Jared fixed the toilet and the book drop. The water testing result is clear.

### **Library Board President**

President Knobloch updated the Board of the book drop, policy ballot display, disaster plan, carbon monoxide detectors.

### **Adult Services**

Christenson updated the Board on the numbers of the circulation check-outs, patrons that came in the library, training sessions participated by the Circulation Desk Staff, and the new patrons that participated in the Library Card Sign-up month.

Christenson also highlights the programming attendance, and that Adult Book Club is still going strong.

### **Youth Services**

Simons updated the Board that staff participated in the professional development series of the PUG day from RAILS.

Simons reports that training is on-going on the processing of the materials and she is finishing up the cataloging courses from PrairieCat.

Simons highlights that communication with the local schools are on-going. A project of Giving Tree where small hats and waterproof gloves will be provided to children in need that NPLD staff will be collecting.

Simons reports that the Library will be participating in (3) Trunk R Treats and we will have a craft table during the Richmond Christmas of Yesteryear and Spring Grove merry and Bright.

### **Committee Reports**

The Strategic Plan Survey has been shown and will be printed in the Winter Newsletter and to be passed out starting the week of Thanksgiving.

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

#### a. Board Liaison

Board turned it their choices for the liaison position they would like.

#### b. Policies

##### i. Public Policies

##### 1. Patron Conduct Policy

**Motion was made by Trustee Bieder, Second by Trustee Adams, to approve the Patron Conduct Policy.**

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

**Nays: None.**

**MOTION PASSES**

##### 2. Youth Services Conduct Policy

**Motion was made by Trustee Adams, Second by Trustee Bieder, to approve the Youth Services Conduct Policy.**

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

**Nays: None.**

**MOTION PASSES**

##### ii. Employee Policy

##### 1. Workplace Security & Inspections Policy

Tabled for the next meeting

2. Internal Solicitation/Distribution Policy  
**Motion was made by Trustee Bieder, Second by Trustee Adams, to approve the Internal Solicitation/Distribution Policy.**  
**Roll call Vote: Ayes: Knobloch, Bieder, Evenson, Rekenthaler, Jordan, Adams.**  
**Nays: None.**  
**MOTION PASSES**

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

- a. Certified Estimate of Revenues By Source  
**Motion was made by Trustee Bieder, Second by Trustee Evenson, to approve the Certified Estimate of Revenues By Source.**  
**Roll call Vote: Ayes: Knobloch, Bieder, Evenson, Rekenthaler, Jordan, Adams.**  
**Nays: None.**  
**MOTION PASSES**
- b. Estimated of Funds Needed, Resolution 2024-10-A  
**Motion was made by Trustee Bieder, Second by Trustee Jordan, to approve the Estimated of Funds Needed, Resolution 2024-10-A.**  
**Roll call Vote: Ayes: Knobloch, Bieder, Evenson, Rekenthaler, Jordan, Adams.**  
**Nays: None.**  
**MOTION PASSES**
- c. DRAFT Levy Ordinance, Ordinance No. 2024-11-1  
Tabled for the next meeting.
- d. Non-Resident Cards, Resolution No. 2024-10-B  
**Motion was made by Trustee Bieder, Second by Trustee Adams, to approve the Non-Resident Cards, Resolution No. 2024-10-B.**  
**Roll call Vote: Ayes: Knobloch, Bieder, Evenson, Rekenthaler, Adams.**  
**Nays: None.**  
**Abstain: Jordan**  
**MOTION PASSES**
- e. Policies: First Reading
  - i. Public Policies
    1. Security Camera Policy  
Discussion on who will be the monitors.

f. Window Washing

**Motion was made by Trustee Bieder, Second by Trustee Adams, to accept Pure Glass Window Cleaning's bid for window washing.**

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

**Nays: None.**

**MOTION PASSES**

**TRUSTEE TRAINING**

A 10-minute video was played regarding the responsibility of the governing Board.

**ADJOURN**

There being no further business, President Knobloch declared the meeting adjourned at 9:09 p.m.

Respectfully submitted by Dana Fanslow

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Theresa Sue Rekenthaler, Secretary