

**NIPPERSINK PUBLIC LIBRARY DISTRICT
MINUTES BOARD OF LIBRARY TRUSTEES REGULAR MEETING
NOVEMBER 12, 2024, 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, Robert Johnston and Library Director were present.

Trustee Jordan is on Teams online.

Trustee Evenson is absent (excused).

RECOGNITION OF MEMBERS OF THE AUDIENCE

Ash Lee Simons, Youth Services Manager
Yoni Nielson, Assistant to the Director
Keith Schleiffer, Patron
Dr. Ron Erdmann, Patron
Sandy Peterson, Patron
Mrs. Johnston, Patron

ADDITIONS

Trustee Rekenhaller requested to move the Audience Comments to proceed before the Executive Session.

Motion was made by Trustee Bieder, Second by Trustee Jordan, to approve the Audience Comments moved before the Executive Session.

Voice Vote: All in Favor

MOTION PASSES

AUDIENCE COMMENTS

Dr. Ron Erdmann, Patron, is happy that the elevator is working again, and voiced concern with management.

EXECUTIVE SESSION

Motion was made by Trustee Bieder, Second by Trustee Jordan, to move into closed session pursuant to ILCS 102/2 (c)(1) at 7:09 pm.

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

Absent: Evenson

MOTION PASSES

Pursuant to ILCS 102/2 (c)(1), this session is closed door. Session was finished at 8:59 pm.

Motion was made by Trustee Rekenhaller, Second by Trustee Bieder to look into training for the entire staff to address work place culture.

Voice Vote: All in Favor

MOTION PASSES

MINUTES

- a. Approve October 15, 2024, Strategic Planning Committee Meeting Minutes

Motion was made by Trustee Bieder, Second by Trustee Rekenhaller, to approve the October 15, 2024, Strategic Planning Committee Meeting

Voice Vote: All in Favor

MOTION PASSES

- b. Approve October 15, 2024, Regular Meeting Minutes

Motion was made by Trustee Adams, Second by Trustee Bieder, to approve the October 15, 2024, Regular Meeting Minutes

Voice Vote: All in Favor

MOTION PASSES

- c. Approve October 15, 2024, Closed Session Meeting Minutes

Motion was made by Trustee Bieder, Second by Trustee Adams, to approve the October 15, 2024, Closed Session Meeting Minutes.

Voice Vote: All in Favor

MOTION PASSES

CORRESPONDENCE AND LIBRARY NEWS

- a. Letters from the public were handed out to the Board of Trustees.
- b. Letter from Richmond Police Department thanking NPLD for the Trunk or Treat participation.

TREASURER'S REPORT

- a. Review and Approve Warrant #5*
Motion was made by Trustee Johnston, Second by Trustee Bieder to approve the Warrant #5.
Roll call Vote: Ayes: Knobloch, Bieder, Rekenhaler, Jordan, Johnston, Adams
Nays: None
Absent: Evenson
MOTION PASSES

- b. Review Monthly Budget Report
Month of October has one notable expense due to the Cyber Insurance policy.

SPECIAL REPORTS

Library Director

Director Fanslow highlights that the election came and went without anything of great concern.

Director Fanslow reports that there will be training for the staff on how to handle special needs patrons.

Director Fanslow reports that Staff Development, Legal Issues for Supervisors, and Human Resources training will be taken in the future.

Director Fanslow announces that the Winter Newsletter is ready and scheduled to be in the households on November 21, 2024.

Director Fanslow reports under Facilities: Elevator is running; handed out the copy of the Fire Inspection; thank you to the Richmond Township Road District for repairing our flagpole; the roof needs a repair that will cost \$5,175; the septic cover is broken and needs a replacement that will cost \$150; the window washing is done.

Library Board President

President Knobloch updated the Board of the meetings he has with Director Fanslow.

Adult Services

Director Fanslow updated the Board that under the Adult Services that services and programs are the same as last month. Christenson's report is handed out as part of the Board packet.

Youth Services

Simons updated the Board that there were 36 program offerings and about 700 in-house participants.

Simons reports that the three trunk or treats participation are successful.

Simons highlights that there will two winter outreach in December.

Simons reports that DEI training will be part of the monthly department meeting.

Simons reports that the Young Adult collection will remain on the second floor.

Strategic Planning Committee

Ash Lee reports that Open House on December 14 is all planned. There will be paper survey and two laptops by the Circulation Desk. There will be post-it notes if patrons have suggestions of their own. The Open House will be on the first floor.

UNFINISHED BUSINESS (All possible action items)

- a. Board Liaison
Board turned it their choices for the liaison position they would like.
Advocacy Liaison Report – Theresa Sue Rekenhaller
Beautification Liaison Report – Drew Knobloch
Building & Grounds Liaison Report – Adrienne Adams
Bylaws & Policy Liaison Report – Robert Johnston Jr.
Communication Liaison Report – Heather Evenson
Finance Liaison Report – Drew Knobloch
Personnel (Staff Appreciation) Liaison Report – Michelle Jordan
Technology Liaison Report – Brett Bieder
- b. Ordinance No. 2024-11-1, Tax Levy Ordinance for FY 24-25
Motion was made by Trustee Adams, Second by Trustee Bieder, to approve the Ordinance No. 2024-11-1, Tax Levy Ordinance for FY 24-25.
Roll call Vote: Ayes: Knobloch, Bieder, Rekenhaller, Jordan, Johnston, Adams
Nays: None
Absent: Evenson
MOTION PASSES
- c. Policies
 - i. Public Policies
 1. Security Camera Policy – needs revision, set for the next meeting to approve.
 - ii. Employee Policies

1. Workplace Security & Inspections Policy
Motion was made by Trustee Jordan, Second by Trustee Adams, to approve the Workplace Security & Inspections Policy.
Roll call Vote: Ayes: Knobloch, Bieder, Rekenhaller, Jordan, Johnston, Adams
Nays: None
Absent: Evenson
MOTION PASSES

NEW BUSINESS (All possible action items)

- a. FOIA Officers appointed the Director and Bookkeeper.
Motion was made by Trustee Adams, Second by Trustee Bieder, to approve the appointment of Director and Bookkeeper to be the FOIA Officers.
Roll call Vote: Ayes: Knobloch, Bieder, Rekenhaller, Jordan, Johnston, Adams
Nays: None
Absent: Evenson
MOTION PASSES
- b. Policies: First Reading
 - i. Employee Policies
 1. Employment, Wage, & Salary Administration
 - a. Employment Eligibility Policy
 - b. Background Check Policy
 - c. Employment Classification & Status Policy
 - d. Work Breaks Policy
 - e. Payroll Policy
 - f. Timekeeping Policy
 2. Paid Leave For All Workers Act (PLAWA) Policy
 3. Remote Work Policy
 - ii. Public Policies
 1. Public Comment Policy for Board Meetings
 2. Library Board of Trustees Mail Handling Policy

TRUSTEE TRAINING

Moved to the next meeting.

ADJOURN

There being no further business, President Knobloch declared the meeting adjourned at 9:59 p.m.

Respectfully submitted by Dana Fanslow

Theresa Sue Rekenhaller, Secretary