

**NIPPERSINK PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
REGULAR MEETING MINUTES
MAY 14, 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 Road, Richmond, Illinois, was called to order at 7:00 p.m. by President Drew Knobloch.

PRESENT

Trustees Adrienne Adams, Brett Bieder, Heather Evenson, Michelle Jordan, Drew Knobloch, Sue Rekenhalter, and Library Director Dana Fanslow were present.

ABSENT

Trustee Robert Johnston was absent.

RECOGNITION OF SECRETARY

Trustee Rekenhalter 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

ADDITIONS

Updating the Illinois Fund Primary Principal & signers

MINUTES

1. Approve April 9, 2024, Regular Meeting Minutes
Motion was made by Trustee Michelle Jordan, Second by Trustee Evenson, to approve the April 9, 2024, Regular Meeting Minutes
Voice Vote: All in Favor
MOTION PASSES
2. Approve April 19, 2024, Special Meeting Minutes
Motion was made by Trustee Adams, Second by Trustee Bieder, to approve the April 19, 2024, Special Meeting Minutes
Voice Vote: All in Favor
MOTION PASSES

CORRESPONDENCE AND LIBRARY NEWS

1. 2024 distribution dates for 2023 taxes have been released and are attached to the Board Packet.
2. ILA Trustee renewals for Trustees Bieder, Knobloch, Johnston, and Rekenhalter.
3. iLead information was mailed to the Library for the trustees for continuing education.

TREASURER'S REPORT

1. Review and Approve Warrant #11

Warrant #11 in the amount of \$39,423.89 was reviewed for payment.

Motion was made by Trustee Bieder, Second by Trustee Rekenhaller to approve Warrant #11.

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

Nays: None

MOTION PASSES

2. Review Monthly Budget Report

1. We are under the budget of \$25,527.83 for the fiscal year.

LIBRARY DIRECTOR'S REPORT

Director Fanslow explained about 1st Amendment Audits and FOIA Audits. NPLD FOIA packet has been displayed in the Library by the copier downstairs.

Director Fanslow notified the board about the first staff meeting in April where we had a guest presenter from MCCD to train staff on NARCAN. The Richmond Fire Department will be training staff in the August meeting on First Aid and CPR.

Director Fanslow updated the Board about the "Conversation with Secretary Giannoulis & RAILS Members." The access to electronic resources is in the process of being finalized; Bill HB 4567 will treat bomb threats to libraries will be treated the same as bomb threats to schools is currently on the floor hopefully will be signed in the fall; and Commission on Access to Justice will allow libraries to assist patrons navigate the legal system and is a trial stage in Cook County.

Director Fanslow reported that NPLD passed out over 200 solar eclipse glasses to our patrons. We are participating in an eclipse glasses 'Give-Back Program', where all the used glasses collected will be donated to Latin America so they can view their 2024 annular eclipse on October 2, 2024.

Director Fanslow noted that the back stairwell is leaking water during heavy storms; and will investigate bids to regrade the land outside the door so that water runs away from the building.

Director Fanslow informed the board that on May 7, 2024, the elevator stopped working. Staff were able to get the patron who was stuck in the elevator out safely, and Richmond Fire Department was able assist with the seniors that were on the top floor at the time. Lo Destro Construction will be starting construction right away, and Director Fanslow will continue to update the Board on the progress.

ADULT SERVICES' REPORT

Director Fanslow reported for Christenson that the staff has been doing a wonderful job with all the cross training and learning of new procedures.

YOUTH SERVICES' REPORT

Simons reported that they had a total of about 200 students visit the Library for class visits; that during Summer Reading, staff will be encouraging patrons to use Beanstack for logging this year; and that they are excited to have their first department meeting in June.

COMMITTEE REPORTS

None

UNFINISHED BUSINESS

1. Strategic Planning
 1. The board has decided to run this in-house starting in the Fall of 2024. More information will be discussed closer to the start.

2. Tuition Reimbursement Policy

Motion was made by Trustee Bieder, Second by Trustee Rekenenthaler, to approve the Tuition Reimbursement Policy.

Roll Call Vote: Ayes: Bieder, Evenson, Knobloch, Rekenenthaler

Nays: Adams, Jordan

MOTION PASSES

NEW BUSINESS

1. Elevator Claim

Director Fanslow will discuss with our attorney the legality of the increase in cost, storage fees, and timeline. Director Fanslow will also look into other lawyers moving forward.

2. Notary Services

Motion was made by Trustee Jordan, Second by Trustee Evenson, to approve the renewal of Director Fanslow Notary Commission and to cover the Notary Bond.

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

Nays: None

MOTION PASSES

3. Policies

1. Employee Policies

Motion was made by Trustee Adams, Second by Trustee Jordan, to approve the Employees policies, Equal Employment Opportunities, Attendance, Use of Cell Phone & Library Phones, Social Media Use, and Computer, Email, & Internet Usage.

**Roll call Vote: Ayes: Adams, Bieder, Evenson, Jordan, Knobloch, Rekenthaler
Nays: None
MOTION PASSES**

2. Volunteer Policy

TABLE FOR THE NEXT MEETING

4. Website & ADA Compliance

Motion was made by Trustee Bieder, Second by Trustee Evenson, to approve subscription to AccessiBe to monitor the ADA compliance for our website.

**Roll call Vote: Ayes: Adams, Bieder, Evenson, Jordan, Knobloch, Rekenthaler
Nays: None
MOTION PASSES**

5. Illinois Fund Primary Principal & signers

Motion was made by Trustee Bieder, Second by Trustee Rekenthaler, to change the Illinois Fund primary principal to Director Fanslow, and have trustee Adams as the additional signer.

**Roll call Vote: Ayes: Adams, Bieder, Evenson, Jordan, Knobloch, Rekenthaler
Nays: None
MOTION PASSES**

AUDIENCE COMMENTS

None

ADJOURN

There being no further business, President Knobloch declared the meeting adjourned at 8:23 p.m.

Respectfully submitted by Dana Fanslow

Theresa Sue Rekenthaler, Secretary