

**NIPPERSINK PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
REGULAR MEETING MINUTES
JUNE 18, 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 7:03 p.m. by President Knobloch.

PRESENT

Trustees Adrienne Adams, Brett Bieder, Heather Evenson, Robert Johnston (arrived at 7:10), Michelle Jordan, Drew Knobloch, Sue Rekenhalter, and Library Director Dana Fanslow were present.

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
Kathy Christenson, Adult & Circulation Manager, Assistant Director of Operations
Linda Spence, Senior Patron Services Assistant

ADDITIONS

None.

MINUTES

1. Approve May 14, 2024, Regular Meeting Minutes
Motion was made by Trustee Bieder, Second by President Knobloch, to approve the April 9, 2024, Regular Meeting Minutes
Voice Vote: All in Favor
MOTION PASSES

CORRESPONDENCE AND LIBRARY NEWS

1. The per capita, \$16,458.26, was awarded to NPLD as per letter from the Office of the Secretary of State on June 3, 2024.
2. The NPLD subscribed for an advertisement to HomePages.
3. An update regarding the removal of controversial books in the Court of Appeals decided that "Government actors may not remove books from a public library with the intent to deprive patrons of access to ideas with which they disagree."

TREASURER'S REPORT

1. Review and Approve Warrant #12
Warrant #12 in the amount of \$59,2582.35 was reviewed for payment.
Motion was made by Trustee Adams, Second by Trustee Bieder to approve the Warrant #12.
Roll call Vote: Ayes: Evenson, Johnston, Jordan, Knobloch, Rekenthaler
Nays: None
MOTION PASSES
2. Review Monthly Budget Report
Month of May held three paychecks, thus raising our Personnel spending.
Also, our Building Operations is up due to the first payment for LoDestro Construction for elevator expenses.

LIBRARY DIRECTOR'S REPORT

Director Fanslow have been selected to participate in the ILA's Directors University this summer.

Director Fanslow has started preparing the annual employee evaluations that will be administered at the end of June and salary raises begins on July.

Director Fanslow updated the Board regarding the e-Resources from the State of Illinois (entire list of database is handed out). This is a 10-year contract and will cut our online resources budget. We will be getting Ancestry Library Edition that patrons can use in-house.

Director Fanslow updated the Board on the McHenry's Directors meeting at NPLD.

Director Fanslow noted that Quickbooks moved from desktop to online version.

Director Fanslow updated the Board that website enabling to be accessible for many users has been implemented. Our next step is to move all PDF files to individual webpages.

Director Fanslow updated the Board regarding the roof inspection has passed. NIR did find a small opening in the base but now sealed that area.

Director Fanslow mentioned that the new phone system has been fully installed and the app is now available in the Administration cellphones.

Director Fanslow said that volunteers are covered in our current liability insurance, according to Insurance Agent.

ADULT SERVICES' REPORT

Christenson cross-training of employees is continuing.

Christenson states that adult programming and book club is a great hit!

YOUTH SERVICES' REPORT

Simons states that student's visit to the Library - a total of about 200 kids.

Simons states that SRP – online registering (from Beanstack) will be encouraged with few paper submission.

Simons states that the Youth Department meeting was very positive.

COMMITTEE REPORTS

None

UNFINISHED BUSINESS

1. Volunteer Policy
Motion to accept the volunteer policy was made by Trustee Adams, Second by Trustee Jordan
Roll Call Vote: Ayes: Adams, Bieder, Evenson, Johnston, Jordan, Knobloch, Rekenhaller
MOTION PASSES
2. Elevator update – waiting for the parts that needs to be installed. Attorney Smith looked at the agreement and from the first look states we should not pay storage fees. He will take a closer look and report back.

NEW BUSINESS

1. **FY 2024-2025 Budget**
Director Fanslow updated the Board of the New Business for FY 2024-2025 budget. Grants/Donations are pulled from the main budget line. Personnel will get a 4% raise. Another PT Youth Services clerk will be hired. Library's medical insurance is going up. There will publishing four newsletters. There are two bids, both companies have library clients and come highly recommended.
 - a. **Newsletter Vendor**
Motion to move forward with Blue Rock District for Newsletter vendor was made by Trustee Adams, Second by Trustee Evenson.
Voice Vote: All in Favor
MOTION PASSES
2. **FY 2024-2025 Calendar**
 - a. **Motion to approve the FY 24-25 Calendar was made by Trustee Bieder, Second by Trustee Jordan.**
Voice Vote: All in Favor
MOTION PASSES

b. **Motion to approve the Library and staff holiday closing was made by Trustee Rekenthaler, Second by Trustee Jordan.**

Voice Vote: All in Favor

MOTION PASSES

3. Fax Charge

Motion to approve the fax service to be free was made by Trustee Bieder, Second by Trustee Evenson, to approve the fax service to be free.

Voice Vote: All in Favor

MOTION PASSES

4. Facility Maintenance

a. Book Drop box - SD company will fix this for free. This will be moved from the parking lot to the drive under the awning and it will be anchored.

Motion was made by Trustee Jordan, Second by Trustee Rekenthaler, to approve the move of the book drop.

Voice Vote: All in Favor

MOTION PASSES

b. Broken window - SD company will fix this for free

c. Grading – there is a back stairwell due to flooding. There will be a bid following this issue.

5. Facilities walkthrough

There will be a walkthrough with the Director Fanslow and the Board of Trustees before the Regular Meeting next month at 6 pm.

AUDIENCE COMMENTS

None

ADJOURN

There being no further business, President Knobloch declared the meeting adjourned at 8:18 p.m.

Respectfully submitted by Dana Fanslow

Theresa Sue Rekenthaler, Secretary