

**NIPPERSINK PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES REGULAR MEETING  
FEBRUARY 11, 2025; 7:00 PM 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 7:03 p.m. by Vice President Bieder.

**PRESENT**

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

**ABSENT**

President Knobloch is excused.

**RECOGNITION OF SECRETARY**

Trustee Rekenhaller was recognized as secretary. Staff member Nielson volunteered to act as recorder.

**RECOGNITION OF MEMBERS OF THE AUDIENCE**

Yoni Nielson, Assistant to the Director  
Kristine Ozyuk, Adult Services and Circulation Manager  
Ash Lee Simons, Youth Services Manager  
Keith Schleiffer, Patron from Spring Grove  
Kostian Iftica, Patron from Spring Grove

**AUDIENCE COMMENTS**

None.

**ADDITIONS**

None

**MINUTES**

- a. Approve November 12, 2024, Closed Session Meeting Minutes  
**Postpone until the next meeting.**
  
- b. Approve December 10, 2024, Closed Session Meeting Minutes  
**Motion was made by Trustee Rekenhaller, Second by Trustee Jordan, to approve the December 10, 2024, Closed Session Meeting Minutes.**  
**Voice Vote: All in Favor**  
**MOTION PASSES**
  
- c. Approve January 14, 2025, Strategic Plan Meeting Minutes  
**Motion was made by Trustee Johnston, Second by Trustee**

**Adams, to approve the December 10, 2024, Closed Session Meeting Minutes.**

**Voice Vote: All in Favor**

**MOTION PASSES**

- d. Approve January 14, 2025, Regular Meeting Minutes  
**Motion was made by Trustee Adams, Second by Trustee Johnston, to approve the January 14, 2025, Regular Meeting Minutes.**

**Voice Vote: All in Favor**

**MOTION PASSES**

### **CORRESPONDENCE AND LIBRARY NEWS**

- a. Coffee Croissant & Candidates – Meet the candidates on March 1 at 9AM
- b. Memorandum from RAILS on Libraries and Immigration and Customs Enforcement Questions
- c. American Library Association: Call for Advocacy
- d. Bills introduced to amend the Illinois Open Meetings Act
- e. Bills introduced to amend the Illinois Freedom of Information Act

### **TREASURER'S REPORT**

- a. Review and Approve Warrant #8\*  
Warrant #1 in the amount of \$32,337.01 was reviewed for payment.  
**Motion was made by Trustee Adams, Second by Trustee Jordan to approve the Warrant #8 in the amount of \$28,768.62.**  
**Roll call Vote: Ayes: Bieder, Johnston, Rekenhaller, Jordan, Adams, Evenson.**  
**Nays: None.**  
**Absent: Knobloch**  
**MOTION PASSES**
- b. Review monthly budget report  
Personnel shows higher this month due to the staff training.

### **SPECIAL REPORTS**

#### **Library Director**

Director Fanslow reports that the Disaster & Safety Manual has been updated: the door counter has been installed; the first round of emails regarding 2025 Economic Interest has been filed; the 2025 per capita grants has been submitted.

Director Fanslow highlights that the PrairieCat annual membership has increased; there will be 4% salary increase for PrairieCat in the upcoming year; training will be offered for libraries so each libraries can update their customization in their catalog; the app, PrairieCat, will expire the contract.

Director Fanslow reports that QuickBooks have transitioned to reduce cost; Staff Dinner was well received; all staff have been issued passbooks to store sensitive information; staff reimbursements will be paid during paychecks; staff meeting was on February 7 – first part was Team Dynamics with Martina and the second part is on the new Disaster & Safety Manual, recent legislation, department updates and Strategic Planning, plus discussions on these.

### **Library Board President**

No report.

### **Library Liaison Reports**

A consolidated report was handed out detailing the reports from each committee. Also, an email from McHenry Public Library's Director Jakacki regarding a political text surveys.

### **Adult Services**

Ozyuk reports that after one month, staff and patrons have been welcoming; on-going training and webinar are being handled; and looking forward to attend the Chamber of Commerce event.

Ozyuk updates the Board on the new shelving ADA compliant and signage has been updated; lounge area was added in the fiction area to take advantage of the natural lighting; a community puzzle area was set-up; and the reference section and school yearbooks were moved to the periodicals section.

Ozyuk shared that adult programs will increase the number of programs in the near future.

Ozyuk reports that there are over 100 NPLD participants registered in Library Lovers Expedition and staff are doing a wonderful job in updating the patrons.

Ozyuk reports that other procedures such as Opening/Closing are being created.

### **Youth Services**

Simons reports that new resources to patrons will be provided such as print outs on handling ICE, teen domestic violence, and childhood early education. There is a new section called Teen Need Station in the Young Adult section – body wipes, snacks, deodorant, and chapsticks.

Simons reports that a grant application was submitted to benefit the families who cannot make it to story time programs.

Simons and the Youth Services Department welcomes Jon as programming and collection development and his main focus will be older children, tweens, and teens.

### **Strategic Planning Committee Report**

Director Fanslow reports that there are four strategic themes and strategic goals for each theme will be discussed. The date of the open house will be June 9.

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

- a. Bank – banks comparison report was handed out  
**Motion was made by Trustee Jordan, Second by Trustee Evenson, to approve moving the Nippersink Public Library District fund to Fifty Third Bank to become our primary bank.**  
**Roll call Vote: Ayes: Johnston, Jordan, Rekenhaller, Bieder, Adams. Evenson**  
**Nays: None.**  
**Absent: Knobloch**  
**MOTION PASSES**
  
- b. Policies
  - i. Capital Assets Policy
  - ii. Fund Balance Policy**Motion was made by Trustee Adams, Second by Trustee Jordan, to approve the Capital Assets Policy and Fund Balance Policy.**  
**Roll call Vote: Ayes: Johnston, Jordan, Rekenhaller, Bieder, Adams. Evenson**  
**Nays: None.**  
**Absent: Knobloch**  
**MOTION PASSES**

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

- a. Electrician Proposal for Exit signs and Emergency lighting  
A comparison report was handed out and followed by discussions.  
**Postpone until the next meeting.**
  
- b. Policies: 1<sup>st</sup> Reading
  - i. Reference & Reader's Advisory Policy
  - ii. Computer & Internet Use Policy

### **TRUSTEE TRAINING**

A 10-minute video was played regarding the Library Policies.

**ADJOURN**

There being no further business, Trustee Bieder declared the meeting adjourned at 8:30 p.m.

Respectfully submitted by Dana Fanslow

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Theresa Sue Rekenhaller, Secretary