

Nashville Public Library – Board Meeting Minutes

The meeting on Tuesday, January 8th, 2019 was called to order at 7 p.m. by President Rodney Joendahl. Board trustees present: Deb Auld, Ruth Kellerman, Marty Kemper, Melodie Wilkey, Aaron Eplin, and Palma Stiegman. Rodney welcomed and introduced our new Library Director Kelsey Schaepperkoetter.

The November meeting minutes were read and accepted by board. Next was the Financial Reports were reviewed: weekly receipts will now be deposited on every Friday. Our debit card has now been set up at Dollar General for future use. November and December bills were reviewed and filed for audit. January bills to be paid were unanimously passed by roll call of the Board. Banking summary was discussed.

Library Director's Report: Kelsey informed us of the (1) Statistical Report from November and December; that followed by (2) Programming Updates about the Mother Goose on the Loose (Lap Sit) and Next Chapter (Story Time) and the number of children enrolled. (3) Chess Club and Senior Movies have been discontinued due to lack of patrons. Family Fun Fridays is a new program for the entire family for a game night format to continue into May. (4) Our DVD player broke and since it was needed for the Marvel Movie Marathon every Thursday evening until March 7th, Kelsey purchased a new one from Radio Shack. Friends of the Library held their annual Christmas Party at Little Nashville; next meeting is Saturday, January 19th at 10: 30 a.m.

No updates from any of the Standing Committees were given.

In Unfinished Business, Rodney discussed the (1) Sierra Wilder Fund that has unused money; he will talk with her mother Jamie regarding a possible game table for the children's section. (2) New Copier: We were reminded of the speaker in October from Watts Co. regarding a possible purchase. Kelsey and Amy will discuss what specific needs in the new copier. (3) Per Capita Grant: Kelsey has answered all nine questions with recommendations to be added. Discussion on our policies regarding "discrepancies" we may need to update, "computer challenged users" may need program for their special skills; veterans program may need some input. As Trustees we need to read Chapters 6 through 10 of the Secretary of State – Trustees Facts File 3rd or 4th Edition by January 15th so Kelsey can complete the Grant application on time.

In New Business, bids for new landscaping was tabled until Spring meeting. Discussion on salary for Gayla Brown's housekeeping: Rod will personally contact her. New microwave is needed for the staff due to serious malfunction of the current one. Permission was given to replace with purchase from J & R in Nashville.

No Correspondence was in evidence so the meeting was adjourned at 8: 15 p.m.

Nashville Public Library
Board of Trustees Meeting
March 11, 2019

Rod Ibendahl called the meeting to order at 7:03 p.m. Trustees present were Melodie Wilkey, Ruth Kellerman, Marty Kemper, Deb Auld, Mary Karmeier, Mary Kania, city councilperson Dennis Kellerman and library director Kelsey Schaepperkoetter. Palma Stiegman and Mayor Eric Rolf came later in the meeting.

The minutes were approved from the January meeting. The financial reports from January and February were reviewed and filed for audit. Melodie moved to pay the bills and Ruth seconded. Motion carried.

Library director's report. Kelsey presented her report for January and February. They deleted 644 patron cards due to being inactive for over 5 years. They are continuing to rearrange the library layout to make it easier for patrons to find materials. Star Wars movie marathon will begin March 14. Jenny Middleton conducted a book reading and signing of her book. The summer reading program will be June 10th--July 24th. This year the program will include people of all ages. Amie and Kelsey are attending a workshop on cataloging so our library can be classified as a cataloging library. Kelsey presented other workshops they would like to attend as well. Kelsey filed paperwork to receive e-rate funding for the 2019 year. The new copier was installed on February 26th and WATTS disposed of our Ricoh copier. The Friends of the Library turned the book cart over to the library to maintain. Kelsey has advertised for donations for a new book cart and has received \$38.70 so far. The Friends of the Library meeting will be March 17th.

Property: Need new toilet paper dispensers for the restrooms. Mary Karmeier is going to contact someone about cleaning up the landscaping at the library. A new flag donated was given by Chris Jankowski.

Personnel: Personnel committee conducted Kelsey's evaluation and all feedback was positive. The board decided that Gayla's salary would remain the same.

Technology: No report.

City Council: Dennis Kellerman stated that the city would continue to help the library in any way that they could.

Unfinished Business: New table and chairs are needed for the children's section. Before ordering from a company we will check with local people to see if someone could make the table and chairs.

New Business: There was a discussion of cleaning the carpet and tile. After some discussion it was decided to wait until later in the spring to have the cleaning done. The cleaning would be done once a year. After some discussion it was decided to hire a part-time clerk 10-15 hours per week. The officers will meet before the next meeting to discuss the budget for salaries.

Mayor Rolf arrived at the end of the meeting and discussed the operation of the library and the willingness of the city to support the library. He stated the library was important to the community.

Meeting was adjourned at 9:09 p.m. The next meeting will be April 2, 2019.

Respectively submitted,

Mary Kania

Nashville Public Library
Board of Trustees Meeting
April 11, 2019

Rod Ibendahl called the meeting to order at 7:02 p.m. Trustees present were Marty Kemper, Ruth Kellerman, Marty Kemper, Deb Auld, Mary Karmeier, Aaron Epplin, Mary Kania, and library director Kelsey Schaepperkoetter.

The minutes were approved from the March meeting. The financial report from March was reviewed and filed for audit. Aaron moved to pay the bills and Palma seconded the motion. Motion carried.

Library director's report. The staff continues to make adjustments to the library so the library will run more smoothly. Kelsey talked to the Farm Bureau about services the library offers to the community. Adrianna from Nashville Chiropractic helped sponsor Next Chapter storytime. They provided crayons and fruit snacks for the evening. She also provided spinal screenings to the parents of the children who attended. The staff collected enough money for a new book cart which has been ordered. Nashville businesses have donated \$600 for the summer reading program.

Property: Mary Karmeier is seeking bids for someone to clean up the landscaping at the library.

Personnel: Personnel committee will set a meeting date for personnel evaluations.

Technology: No report.

City Council: No report.

Unfinished Business: New table and chairs are needed for the children's section. This was tabled until May.

New Business: The trustees did a walk through of the library. A budget meeting was set up for the officers. Kelsey will set up an interview with applicants for a part time library clerk. Discussion of staff hours was tabled until May.

Meeting was adjourned at 7:45 p.m. The next meeting will be May 7, 2019.

Respectively submitted,

Mary Kania

Nashville Public Library
Board of Trustees Meeting
May 7, 2019

Rod Ibendahl called the meeting to order at 7:01 p.m. Trustees present were Marty Kemper, Deb Auld, Mary Karmeier, Melodie Wilkey, Palma Stiegman, Mary Kania, and library director Kelsey Schaepperkoetter.

The minutes were approved from the April meeting. The financial report from April was reviewed and filed for audit. Melodie moved to pay the bills and Deb seconded the motion. Motion carried.

Library director's report: A wireless mouse was purchased and Quicken software was upgraded. The children's programs will be ending in May. Summer reading registration is underway. The program runs from June 10 to July 24. Kelsey has applied for the BCMW youth development grant for the summer reading program. The application is being reviewed. We have received over \$2000 for the summer reading program from local businesses and sponsors. The library has been busy hosting programs and movies. Amie and Kelsey are finishing up their requirements for cataloging. The Friends of the Library donated \$500.00 to the summer reading program. They will be hosting the spring book sale again the end of May.

Property: Mary Karmeier has contacted several people about the landscaping and waiting for proposals and bids. It will be the fall before they can get to it. Deb contacted two different people about the children's furniture but they did not think they would have time to take on the project. Melodie and Mary Karmeier contacted Kathleen Spencer about refinishing our existing table and chairs. She is going to see if she can figure out something to refinish the furniture.

Personnel: Personnel evaluations were all positive. Kelsey reported that she has a lot of volunteers coming into the library to help. Marty suggested doing some kind of recognition for our volunteers.

Technology: No report.

City Council: Kelly Sheridan is our new city council person. He was not present at the meeting.

New Business: Price of non-resident cards was tabled until July meeting. The price is currently \$67. Kelsey is going to check to see if there's a formula for non-resident cards. One individual was interviewed for the part-time position. The person did not fit the needs of the position. We will continue to advertise for someone to fill the position. Election of officers: Deb moved to keep the existing officers for the board of trustees. Palma seconded the motion. Motion carried. Rod thanked all of the trustees for their service. Kelsey requested to take time off from July 29 to August 3. Marty moved to approve Kelsey's request. Mary Karmeier seconded the motion. Motion carried. Rod, Marty, Palma and Melodie will look into working out details for Kelsey's time off. Kelsey excused herself from the meeting. The trustees reviewed the banking summary for FY19. Rod presented the budget for FY20. After some discussion Palma moved to accept the budget as presented and Melodie seconded the motion. Motion carried.

Meeting was adjourned at 8:50 p.m. The next meeting will be July 2, 2019.

Respectively submitted,

Mary Kania

Nashville Public Library
Board of Trustees Meeting
July 2, 2019

Rod Ibendahl called the meeting to order at 7:00 p.m. Trustees present were Melodie Wilkey, Ruth Kellerman, Aaron Epplin, Mary Kania, city councilperson Kelly Sheridan and library director Kelsey Schaepperkoetter.

The minutes were approved from the May meeting. The financial reports from May and June were reviewed and filed for audit. Aaron moved to pay the bills and Melodie seconded the motion. Motion carried.

Library director's report: The Next Chapter and Mother Goose on the Loose programs concluded in May. The staff noticed a decline in patrons while the parking lot was closed. The city was repainting the water tower and closed the parking lot. Amie and Kelsey attended a conference in Carbondale titled Reaching Forward South. Kelsey also attended a conference in Springfield for library directors. This conference led her to creating an employee handbook. BCMW granted us a \$1000 grant for our summer reading program. The summer reading program started with a kick-off at the park. Many activities have been planned for the summer reading program. The Friends of the Library met on May 18th and will meet again on August 17 at the library. The semi annual book sale was held in May with a profit of \$1110.

Property: No report.

Personnel: No report.

Technology: No report.

City Council: No report.

Unfinished Business: Furniture for the children's area was tabled until September. Landscaping tabled until September. Kelsey stated as of now not to purchase a new projector. Cherie Gladney is our new part-time clerk. She started at the end of June.

After some discussion about Kelsey's vacation, Aaron moved to approve Kelsey's paid vacation. Melodie seconded the motion. Motion carried.

New Business: After some discussion about the price of non-resident cards it was decided to leave the cost at \$67. Kelsey gave a brief update on the summer reading program. Amie Thomas submitted her letter of resignation. Aaron moved to accept Amie's letter of resignation and Ruth seconded the motion. Motion carried. Amie's last day will be July 31, 2019. Approval of employee handbook, bids for energy efficient doors, cracks in the west wall and new awning for east door were all tabled until September.

Other Business: Kelsey brought to the trustees attention an incident that occurred in the library. Three patrons got into a heated discussion causing a disturbance. Kelsey has spoken to the staff about how to handle this type of situation and she also spoke to the three patrons. Another patron asked to be reinstated from being banned from the library. After some discussion it was decided the ban would not be lifted.

Meeting was adjourned at 7:46 p.m. The next meeting will be September 3, 2019.

Respectively submitted,

Mary Kania

Nashville Public Library
Board of Trustees Meeting
September 4, 2019

Rod Ibendahl called the meeting to order at 7:00 p.m. Trustees present were Melodie Wilkey, Ruth Kellerman, Aaron Epplin, Palma Stiegman, Marty Kemper, Mary Kania, city councilperson Kelly Sheridan and library director Kelsey Schaepperkoetter.

The minutes were approved from the July meeting. The financial reports from July and August were reviewed and filed for audit. Aaron moved to pay the bills and Melodie seconded the motion. Motion carried.

Library director's report: The summer reading program ended on July 24th with magician Glen Foster. Haglund photography took photos during the performance with no charge to the library. Owl Have a Slice Bakery provided treats for the children after the show. Ashley Taylor was hired as a children's program coordinator. Her first day was August 12th and shortly after that date submitted her two week notice to quit. A new search will be started by the personnel committee. Carole Moeller held a book signing at the library on August 9th. Her publishing company expressed an interest in hosting a television show at the library featuring Carole. No other action has been taken. Kelsey is now a fully certified cataloger so we will no longer have to pay to have books cataloged. Kelsey has been offering assistance to patrons who would like help with their computer and other personal electronic devices. A wine tasting event will be October 29 and Barbara Kay will present a program as Betsy Ross for Family Reading Night.

Property: No report.

Personnel: No report.

Technology: No report.

City Council: No report.

New Business: The library needs to upgrade our computers to Windows 10. After some discussion Marty moved to purchase four new computers with Windows 10 upgrade for a cost of \$2679.08. Aaron seconded the motion. Motion carried. The library micro machine needs to be replaced. A Scan Pro 3000 machine would cost \$12,000. Kelsey is going to check on a grant or other options to replace our existing machine.

Meeting was adjourned at 7:35 p.m. The next meeting will be October 1, 2019.

Respectively submitted,

Mary Kania

Nashville Public Library
Board of Trustees Meeting
October 1, 2019

Rod Ibendahl called the meeting to order at 7:00 p.m. Trustees present were Melodie Wilkey, Ruth Kellerman, Palma Stiegman, Marty Kemper, Deb Auld, Mary Kania and library director Kelsey Schaepperkoetter.

The minutes were approved from the September meeting. The financial report from September was reviewed and filed for audit. Palma moved to pay the bills and Melodie seconded the motion. Motion carried.

Library director's report: Kelsey has taken over as children's program coordinator until a new person is hired. Felicity Rixman's presentation on WWII Through My Eyes was very well attended. Kelsey has helped several people to better understand their smartphones and laptops. The fall book sale made a profit of \$1308. The next Friends of the Library meeting will be October 19th.

Property: Dennis Rokicki donated his time to drill holes for the new computer modems.

Personnel: No report.

Technology: No report.

City Council: No report.

Unfinished Business: Furniture update-Paul Piasecki makes furniture and said he could make tables and chairs for us in the children's area. Melodie made a motion to have Paul Piasecki make two tables and seating. Palma seconded the motion. Motion carried. Dennis Rokicki is going to give us a bid to repair the cracks on the west wall.

New Business: The new computers have been purchased and installed. The Nashville Journal and the Nashville Democrat is going to be uploaded to Newspaper.com. This will make the papers digitized and more accessible. The Nashville News owner has to agree to have the Nashville News be uploaded to Newspaper.com. Kelsey has given him all the information to give him the opportunity. Kelsey wants to have staff training days. Melodie made a motion to have staff training days twice a year. The library would be closed for that day. Palma seconded the motion. Motion carried. Family Reading Night will be November 21st.

Meeting was adjourned at 8:03 p.m. The next meeting will be November 5, 2019.

Respectively submitted,
Mary Kania

Nashville Public Library
Board of Trustees Meeting
November 5, 2019

Rod Ibendahl called the meeting to order at 7:00 p.m. Trustees present were Melodie Wilkey, Ruth Kellerman, Palma Stiegman, Marty Kemper, Aaron Epplin, Mary Kania, guests Tammy Koelling and Carole Moeller and library director Kelsey Schaepperkoetter.

The minutes were approved from the October meeting. The financial report from October was reviewed and filed for audit. Aaron moved to pay the bills and Palma seconded the motion. Motion carried.

Tammy Koelling introduced a program called "Carole's Kids Club". Words Matter Publishing owns a TV station and wants to broadcast twelve episodes at the library to be shown on their TV station. The programs will be thirty minutes long. The station is WMPTV and can also be viewed on their facebook page, youtube page and Roku.

Library director's report: Eighty-four children came for trick-r-treating and they received books. Kelsey gave a big thanks to Rod and Emily for taking the left over books to Goodwill. Tom Emery, the speaker for The History of Illinois, did not show for his scheduled program. Twenty-one people came for the program. He has agreed to reschedule for free. He is supposed to come on January 23, 2020. Karen Droste hosted her annual wine tasting event with twenty-four attendees. The digitization of the Nashville Journal is completed and our reels are currently available for viewing on all of our patron computers. Kelsey discussed the requirements we must complete for our Per Capita grant. The trustees must review chapters before December 1, 2019. Kelsey will discuss sexual harassment policy with the staff. MacMillan Publishers has put into effect a limit on e-book purchasing for libraries which will affect how we can purchase e-books. Family Reading Night will be November 21 with Betsy Ross. Friends of the Library had a meeting and discussed final profit from fall book sale which totaled \$1,337. Phil Jones was nominated for president and Mary Barrett for treasurer. They renewed Swank movie license for \$357.

Property: No report.

Personnel: No report.

Technology: No report.

City Council: No report.

Unfinished Business: The new furniture will be delivered in January or early February. Kelsey has not been able to get in contact with Dennis Rokicki about a bid for the cracks in the west wall. Marty moved to purchase an awning from Yates awning. Aaron seconded motion. Motion carried.

New Business: Keyona Fisher, retired school teacher, was hired as our Children's Program Coordinator. She started on October 16th. She has been busy making plans for future programs. Friends of the Library appreciation luncheon is scheduled for Saturday, February 15, 2020. After discussing replacing emergency light fixtures, Aaron moved to have J&R replace the fixtures at a cost of \$2,202. Palma seconded the motion. Motion carried.

Meeting was adjourned at 8:11 p.m. The next meeting will be January 7, 2020.

Respectively submitted,
Mary Kania