

Nashville Public Library

Board of Trustees Meeting: January 7, 2020

resident ProTemp Mary Kania called the meeting to order at 7:00 p.m. Trustees present were Melodie Wilkey, Ruth Kellerman, Palma Stiegman, Marty Kemper. Also present were Library Director Kelsey Schaepperkoetter and City Council representative Kelly Sheridan.

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

Kelsey updated the trustees on the Words Matter Publishing program "Carole's Kids Club". The filming production will begin in February – the second and fourth Tuesday. Themes for these first two programs have been planned and will film 30 minutes segments. Arrangements for the filming are in place as well as invitations for the children as guests. Kelsey also updated us on the theft at the Library – she and Keyona have been subpoenaed and have given their report to the authorities. The new "donation jar" is now located in a different place and has been chained to the shelf.

Library Director' Report: (1) November: Angela Bronke gave a presentation about her recent trip to Sri Lanka with 16 people in attendance. Guests sipped on authentic Sri Lankan tea and generated many questions for Angela. (2) Family Reading Night featured Barbara Kay, in the persona of Betsy Ross. Her entertaining style pleased both children in attendance and the adults. (3) Story-time programs for November and December followed holiday themes: children decorated their own chef apron for a Thanksgiving meal and then celebrated Christmas with a snow ball fight. (4) Brian Alvis appeared on December 12th regarding his book *Bootlegger*. He performed a skit based on the book then signed and sold copies of his book to 17 individuals. (5) Painting with Keyona program was cancelled due to a lack of interest. (6) Gabe Ramney, Edward Jones representative, was here on December 19th with his report "Stop the Scammers".

Following his Q&A session patrons left with their own packet of information for reporting scamming attempts. (7) The December movie nights with Christmas theme movies had an overall attendance of 18 individuals. (8) The display case by the circulation desk has generated monthly displays by eager guests of the Library. These month-long displays are currently booked through March. (9) Governor Pritzker's Public Act 101-0001 is now law which raises the minimum wage in Illinois to \$15 per hour by 2025. Trustees will need to consider this in the budget issues of the future. (10) Friends of the Library held their November meeting as well as their Christmas Party in December.

Property: Mary Karmeier has reported her contact with Creative Concrete & Landscapes (Josh Povolish) for the Landscaping Project. Color printouts of the plan were shared with favorable comments by all Trustees. Project's cost is \$3,985. No other plans have been received so we delayed action at this time so if none arrive in February we may approve this motion by phone contact since we do not meet again till March.

Personnel: Keyona Fisher has just given her two weeks notice of resignation due to health issues which have occurred. An ad for Children Co-ordinator position will be made. Kelsey suggested possibly cutting this position to 15-20 hours in the future as new Illinois salaries take place.

Technology – no report

Long Range – no report

City Council: Kelly Sheridan explained the current status of our Mayor as Josh Fark fills in until former Mayor Ray Kolweier can legally take over in February. Replacements for Mary Karmeier as Trustee were discussed and given list to Rodney to follow up on.

Per Capita Grant: (1) Kelsey has begun the paperwork for an ALA Grant (\$4000) which will help with future personnel \ raises issues. She must become a member at a cost of \$175 = very small library category. This membership will also "open the doors" for other grants she can apply for throughout the year. Marty made the motion and Melodie seconded. Approved. (2) ALA Fund for Illinois Libraries offer opportunities for other grants. Kelsey would apply and if/when we are accepted, the ALA (using 501C status) receives the amount given then issues check to our Library. The fee assessed to such a grant is based on amount given– fee \$50 to \$300 subtracted from our Grant check. Motion made by Marty and Ruth seconded. Approved.

Appreciation Luncheon for Friends of the Library will take place on Saturday, February 15th following their meeting – about 11:30 a.m. Trustees will each bring a dish.

Meeting adjourned at 8:15 p.m.

Nashville Public Library
Board of Trustees Meeting
March 3, 2020

Rod Ibendahl called the meeting to order at 7:02 p.m. Trustees present were Melodie Wilkey, Ruth Kellerman, Palma Stiegman, Marty Kemper, Dana Haertling, Mary Kania, and library director Kelsey Schaepperkoetter.

Rod welcomed new trustee Dana Haertling.

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

Library director's report: Judy Jones and Felicity Rixmann have volunteered their time to help run the storytimes since Keyona quit. The first two episodes of Carol's Kids Club have been filmed and are available to view on www.wmptv.net. The library was closed on January 20 for staff development. The training included recognizing and reporting sexual harassment, emergency procedures, fire drills, active shooter drills and how to de-escalate an issue or fight within the library. The library hosted Tom Emery who spoke on the History of Illinois and a Mad Hatter Tea Party for the children. The Friends of the Library met on January 18 and February 15. On February 15 the trustees hosted the appreciation luncheon for the Friends.

Property: A replacement will be installed to replace the one that was broken. Doug Hargan will repair the crack in the west wall.

Personnel: No report.

Technology: No report.

City Council: No report.

Unfinished Business: The new furniture has arrived. Plans for energy efficient doors are tabled.

New Business: Rod appointed Palma Stiegman as the vice president to replace Mary Karmeier. Kelsey is continuing to work for a children's program coordinator. Dana was appointed as the chairperson for property. Coronavirus preparedness-be sure to wipe down and disinfecting computers, door handles, counters, tables, etc.

Meeting was adjourned at 7:50 p.m. The next meeting will be April 7, 2020.

Respectively submitted,
Mary Kania

There was no
Board
Meeting in
April 2020
due to
COVID-19.

Nashville Public Library
Board of Trustees Meeting
May 5, 2020

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

The minutes were approved from the March meeting. The April meeting was cancelled due to the stay at home orders. The financial reports from March and April were reviewed and filed for audit. Aaron moved to pay the bills and Marty seconded the motion. Motion carried.

Library director's report: Kelsey gave the trustees an update on what has been happening since the closure of the library on March 17th in response to the coronavirus pandemic. Kelsey has been answering mail, returning phone calls and working from home. She discussed the strategy of reopening the library when that time is approved by the state. Kelsey presented two new goals for 2020-2021. Goal #1: Maintain or improve the library's level of service within the community. Goal #2: Search for funding or revenue sources for the library to supplement the library's budget.

Property: No report.

Personnel: Personnel evaluations have been tabled.

Technology: No report.

City Council: No report.

Unfinished Business: Bids for energy efficient doors and children's program coordinator tabled. Kelsey has been notified by email that our library has been awarded the Per Capita Grant but has not heard anything more since the closure.

New Business: After a brief discussion, Marty moved to increase non-resident card fees to \$72 per year. Deb seconded the motion. Motion carried. City residents pay \$71.65 per year. The Summer Reading Program will be a virtual program this year. Kelsey recommended purchasing a reading software and app program called Beanstalk. Aaron moved to purchase the United While Distanced 2020 Special program and Melodie seconded the motion. Motion carried. After a brief discussion of

the installation of a plexiglass barrier it was decided to have Alwyn Dykstra install the barrier. Marty made a motion to have Alwyn Dykstra install the plexiglass barrier. Melodie seconded the motion. Motion carried. Rod thanked the trustees for their service. Marty made a motion to award \$25 and a thank you note to the person who found the library's money jar that was stolen. Melodie seconded the motion. Motion carried. Trustees with terms expiring should be contacted about serving another term. Aaron moved to have the officers remain the same and Deb seconded the motion. Motion carried.

Other Business: Aaron moved that all public comments be made by email or through mail and then read at the trustee meeting until we can reopen the library. Ruth seconded the motion. Motion carried. The Chamber of Commerce gave the library \$75. Kelsey Schaeoerkoeter's name will be added to the library's NOW account at the Farmers and Merchants National Bank along with Rod Ibendahl and Marty Kemper.

Meeting was adjourned at 8:00 p.m. The next meeting will be July 7, 2020.

Respectively submitted,
Mary Kania

Nashville Public Library
Board of Trustees Meeting
June 2, 2020

Rod Ibendahl called the zoom meeting to order at 7:04 p.m. Trustees present on zoom were Melodie Wilkey, Ruth Kellerman, Deb Auld, Aaron Epplin, Marty Kemper, Dana Haertling, Mary Kania, and library director Kelsey Schaepperkoetter.

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

Library director's report: Kelsey gave the trustees an update on what has been happening since our last meeting. The library remains closed. Kelsey continues to answer mail, return phone calls and work from home. Kelsey has been completing and gathering all of the information together for the annual audit and getting ready for the summer reading program. Kelsey has been creating a reopening draft and setting guidelines for reopening. She explained how curbside delivery and book drop off would happen. Kelsey reported that Per Capita Grant funds are delayed but we have been awarded the grant.

Property: No report.

Personnel: Personnel evaluations have been tabled.

Technology: No report.

City Council: No report.

Unfinished Business: Installation of plexiglass and swinging doors has been completed.

New Business: Denny Rokicki is going to give a bid for new weather stripping around the doors instead of replacing the doors at this time. Doug Hargan gave a bid of \$196 for fixing the crack in the wall and repainting the wall. Melodie moved to accept the bid from Hargan and Aaron seconded the bid. Motion carried. Kelsey explained her plans for reopening the library. No patrons will be entering the library. Patrons will call requesting the books they want and given a time as to when they can pick the books up. Dana made a motion to open with curbside pickup following Kelsey's plan. Ruth seconded the motion. Motion carried. Curbside pickup will begin on June 8.

Meeting was adjourned at 7:53 p.m. The next meeting will be July 7, 2020.

Respectively submitted,

Mary Kania

Nashville Public Library
Board of Trustees Meeting
July 7, 2020

Rod Ibendahl called the zoom meeting to order at 7:04 p.m. Trustees present on zoom were Melodie Wilkey, Deb Auld, Aaron Epplin, Marty Kemper, Dana Haertling, Palma Stiegman, Mary Kania, city councilperson Kelly Sheridan and library director Kelsey Schaepperkoetter.

The minutes were approved from the June meeting. The financial report from June was reviewed and filed for audit. Dana moved to pay the bills and Marty seconded the motion. Melodie yes, Deb yes, Aaron yes, Marty yes, Dana yes, Palma yes, Mary yes. Motion carried.

Library director's report: Kelsey gave the trustees an update on what has been happening at the library. Kelsey stated that curbside pick up is going well. The summer reading program has 95 readers enrolled. The library has been making plans for opening the library with guidance from the Washington County Health Department. Specific guidelines will be followed. The governor signed the Cards for Kids Act. This act prohibits libraries from charging nonresident fees for the privilege and use of a library in an unincorporated area in Illinois.

Property: No report.

Personnel: Personnel evaluations have been completed by Kelsey.

Technology: No report.

City Council: Kelly Sheridan offered using the city council board room for our meetings instead of zoom meetings.

Unfinished Business: The wall cracks have been repaired and painted.

New Business: Reopening under Phase II The health department said we could reopen with 50% capacity. Kelsey recommends opening and allowing 15 maximum at one time. A table with masks and Germx will be placed by the entrance. People entering the library will be required to wear a mask. If they don't want to wear a mask they can use curbside pickup. There will be a limit of 30 minutes at a time. Four computers will be available for 30 minutes at a time per day per person. Patrons will not be able to use the restroom or water fountain. The health department is requesting a sign in and sign out sheet. After some discussion Marty moved to reopen the library July 8, 2020 using Kelsey's recommendations. Aaron seconded

the motion. Melodie yes, Marty yes, Palma yes, Deb yes, Dana yes, Aaron yes, Mary yes.
Motion carried. Kelsey did an interview with WNSV and curbside pickup.

Meeting was adjourned at 7:36 p.m. The next meeting will be September 1, 2020.

Respectively submitted,

Mary Kania

Nashville Public Library Board of
Trustees Meeting
September 1, 2020

Rod Ibendahl called the zoom meeting to order at 7:04 p.m. Trustees present on zoom were Melodie Wilkey, Deb Auld, Marty Kemper, Dana Haertling, Palma Stiegman, Ruth Kellerman, 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. Marty reported the balances that didn't show up on the printed report. The report filed for audit. Deb moved to file the financial reports for audit and Palma seconded the motion. Roll call vote: Melodie yes, Deb yes, Marty yes, Dana yes, Palma yes, Ruth yes, Mary yes. Motion carried. Kelsey added four additional bills for a total of \$4,637.16. Marty moved to pay the bills and Melodie seconded. Roll call vote: Melodie yes, Deb yes, Palma yes, Ruth yes, Dana yes, Marty yes, Mary yes. Motion carried.

Library director's report: Kelsey gave the trustees an update on what has been happening at the library. Kelsey would like to add an extra 30 minutes for students to work on homework or people that are in the middle of a job application. Marty made a motion to approve the phase 2 reopening. Palma seconded the motion. Roll call vote: Melodie yes, Deb yes, Marty yes, Dana yes, Palma yes, Ruth yes, Mary yes. Motion carried. All in person programs are postponed due to the rising Covid-19 positivity rates in the region. Kelsey has applied for a \$500 grant from the Illinois Public Libraries Grant for personal protective equipment. Kelsey is also working on applying for a Back to Books grant for \$5000.

Property: No report.

Personnel: Staff evaluations will be completed by the committee.

Technology: No report.

City Council: No report.

Unfinished Business: Kelsey reported the summer reading program was successful.

New Business: Per Capita Grant requirements We need to go through the whole book this year to apply for the grant. Discussed Chapter 1-Core standards, Chapter 2-Governance and Administration checklist, Chapter 3-Personnel checklist, Chapter 4-Access checklist.

Other Business: Kelsey stated a lot of people have expressed how happy they are that the library is open.

Meeting was adjourned at 8:36 p.m. The next meeting will be October 6, 2020.

Respectively submitted,

Mary Kania

Nashville Public Library Board of
Trustees Meeting
October 6, 2020

Rod Ibendahl called the meeting to order at 7:01 p.m. Trustees present were Melodie Wilkey, Marty Kemper, Dana Haertling, Palma Stiegman, Ruth Kellerman, Aaron Epplin, Mary Kania, city councilperson Kelly Sheridan and library director Kelsey Schaepperkoetter.

The revised minutes were approved from the July meeting. The September minutes were approved. The financial report from September was reviewed and filed for audit. Marty moved to pay the bills for October. Dana seconded the motion. The bills were approved to be paid.

Library director's report: Kelsey gave a brief update on how the regulations are working out. Everything is running smoothly. Kelsey explained the process of quarantining books according to REALM testing. There is still no in person programs but Kelsey is offering a curbside crafts pickup for the kids program. A story time video is also posted online. There is a new and improved library directory and learning calendar which provides listings of events and meetings for staff and trustees. She encouraged us to check it out.

Property: There are several dead bushes in the landscaping which need to be replaced. Dana is going to check with Josh Povolish to see what can be done about the bushes.

Personnel: Staff evaluations have been completed. The committee will meet to complete Kelsey's evaluation.

Technology: No report.

City Council: No report.

Unfinished Business: Per Capita Grant update-Chapter 6 Reviewed items that need to be addressed. Chapter 7 all items are being met. Chapter 8 all items are being met. Chapter 9 Reviewed items that need to be discussed. Chapter 10 Reviewed items that need to be addressed. Kelsey recommends keeping the library hours the same but would like to reopen the restrooms for public use.

New Business: There is water damage on the ceiling tiles. Kelsey will call someone to check the source of the wetness. The curbside crafts were gone within a few hours. Kelsey is going to increase the number of kits she makes.

Other Business: The city is applying for a grant that will reimburse the library for the materials and supplies purchased because of Covid-19. The grant would also reimburse the salaries we paid our employees during the library closure.

Meeting was adjourned at 7:48 p.m. The next meeting will be November 3, 2020.

Respectively submitted,

Mary Kania

Nashville Public Library Board of
Trustees Meeting
November 5, 2020

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

The October minutes were approved. The financial report from October was reviewed and filed for audit. Added to expenditures was a bill for \$260 for insurance treasure bond. Melodie moved to pay the bills for November with the added expenditure. Dana seconded the motion. The bills were approved to be paid.

Library director's report: Curbside crafts is going really well. The library had 35 trick or treaters on Halloween. After a brief discussion it was decided to continue with our restrictions according to the health department. Illinois Heartland Library System is reducing the quarantine time for interlibrary delivery materials and tubs from seven days to five days.

Property: Josh Povolish said that they will replace the shrubs that have died.

Personnel: No report.

Technology: No report.

City Council: No report.

Unfinished Business: There is no news on the PPE grant. The Back to Books grant should be awarded in November.

New Business: Per Capita Grant- Chapters 5 and 11 were reviewed and discussed. Chapter 12-Kelsey recommends reviewing and updating our internet use policy. Chapter 13 was reviewed and discussed. Upgrading WIFI equipment-Kelsey presented a quote for equipment from Lazerware to enable the library to keep track of how many people connect to the library's internet. We could possibly get 70% of the cost back through e-rate. Aaron moved to proceed with upgrading our WIFI equipment with Lazerware and applying for the e-rate rebate. Ruth seconded the motion. Motion carried.

Other Business: Aaron presented a sheet for the tax levy. Trustees discussed the library tax

levy. Aaron moved to levy 104.99% of last year's levy. Marty seconded the motion. Motion carried. Kelsey and Kelly left the meeting. Rod presented the recommendations of the budget committee. Committee recommended using last year's budget to finish out the 2020-2021 year. Minimum wage is going to increase to \$11.00 an hour on January 1, 2021. After some discussion it was decided to increase Kelsey's salary \$1.50 per hour starting December 1, 2020. Mary and Cheri's salary will be reviewed in January. Palma moved to increase Kelsey's salary \$1.50 per hour starting December 1, 2020. Deb seconded the motion. Motion carried.

Meeting was adjourned at 7:48 p.m. The next meeting will be January 5, 2021.

Respectively submitted,

Mary Kania