

Nashville Public Library Board of
Trustees Meeting
January 5, 2021

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

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

Library director's report: Bill Watts donated \$8000 to the library. Bill has also been donating books to the library. The staff began inventory on December 17th. Everything has been finished except part of adult fiction and all of adult non-fiction. The Per Capita Grant application has been extended to March 15, 2021.

Property: Josh Povolish has replaced the shrubs that have died.

Personnel: No report.

Technology: No report.

City Council: No report.

Unfinished Business: We were awarded \$500 through the PPE Grant. We did not receive any money from The Back to Books for Illinois Public Libraries. They ran out of money. The technology committee is working on reviewing the Internet Use Policy.

New Business: Kelsey proposed to change our operating hours. She proposed closing on Saturday and being open from 11-6 Monday through Friday. Melodie moved to temporarily change the operating hours as proposed by Kelsey. Deb seconded the motion. Motion carried. The library is being reimbursed for Covid expenses through a grant the city applied for and received. The amount we are receiving is \$12,250.29. Cherie resigned due to concerns for her health. She is concerned that she will get Covid because of being in close contact with the public. At this time we are not hiring anyone to replace her.

Meeting was adjourned at 7:40 p.m. The next meeting will be March 2, 2021.

Respectively submitted,

Mary Kania

Nashville Public Library Board of
Trustees Meeting
March 2, 2021

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

The January minutes were approved. The financial reports from January and February were reviewed and filed for audit. Palma moved to pay the bills. Deb seconded the motion. The bills were approved to be paid.

Library director's report: The library received reimbursement funds in the amount of \$500 for the personal protective equipment for Illinois Public Libraries grant and \$12,250.29 from the Cure grant. The library staff is required to receive training on sexual harassment. The staff watched a video on sexual harassment prevention provided by the city of Nashville. The staff is also enrolled in an online course that explores all forms of harassment. The Cards for Kids Act allows families that fall at or below the U. S. Department of Agriculture's income requirement is not charged the non-resident fee. After some discussion Marty moved that we do not allow free access of e-resources to non-residents. Melodie seconded the motion. Motion carried. Kelsey will contact IHLS that our trustees have recommended not to allow this to take place.

Property: The outdoor lighting was not working. J&R came and fixed the lighting.

Personnel: No report.

Technology: No report.

City Council: No report.

Unfinished Business: New operating hours are working out.

New Business: Ruth moved to approve the revised Internet Use Policy. Dana seconded motion. Motion carried. Palma moved to approve the Acceptable Use (computer) Policy. Melodie seconded the motion. Motion carried.

Meeting was adjourned at 7:35 p.m. The next meeting will be April 6, 2021.

Respectively submitted,
Mary Kania

Nashville Public Library Board of
Trustees Meeting
April 6, 2021

Rod Ibendahl called the meeting to order at 7:08 p.m. Trustees present were Dana Haertling, Deb Auld, Palma Stiegman, Mary Kania, and library director Kelsey Schaepperkoetter.

The March minutes were approved. The financial report from March was reviewed and filed for audit. Palma moved to pay the bills. Deb seconded the motion. The bills were approved to be paid.

Library director's report: The crafts for kids program has continued through the month of March. Mary and Kelsey completed an online harassment training. Kelsey attended a CPR training held by the city of Nashville.

Property: Glass Doctor put weatherstripping on the front doors. We are still waiting for the front window to be replaced. One of the outside lights is not working and will need to be fixed.

Personnel: No report.

Technology: No report.

City Council: No report.

Unfinished Business: Dana moved to approve the long range planning. Palma seconded the motion. Motion carried. Deb moved to approve the vision/mission/value statements. Palma seconded the motion. Motion carried.

New Business: A walk through of the library showed that the window needs to be replaced and ceiling tiles need replacing where water damage occurred. The library is currently in Phase 2. Kelsey recommends moving to phase 3. The 30 minute time limits would be removed and allow 50 patrons in the library at a time. Masks will be required. Restrooms will be open and cleaned at the end of each day. Dana moved to go to Phase 3 and Palma seconded the motion. Motion carried. Palma moved to vote no on the proposal for Cloud Library E-magazine subscription. Deb seconded the motion. Motion carried.

Other Business: Kelsey stated that patrons have been coming in donating money and books

to the library.

Meeting was adjourned at 7:48 p.m. The next meeting will be May 4, 2021.

Respectively submitted,
Mary Kania

Nashville Public Library Board of
Trustees Meeting
May 4, 2021

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

The April minutes were approved. The financial report from April was reviewed and filed for audit. Three bills were added to the expenditures. Ruth moved to pay the revised bills. Melodie seconded the motion. The bills were approved to be paid.

Library director's report: The library continued the craft for kids program into April. Two National Honor Society students volunteered their time making craft kits for community service hours. The staff celebrated National Library Week by creating an interactive display within the library. The display was titled Reading Gives You Wings. The IHLS will not be moving forward with e-magazines from Bibliotheca in FY22. IHLS will no longer quarantine physical items and tubs. Nashville Public Library will continue to quarantine and disinfect materials after being returned for up to 72 hours. The library has received two funding commitment decision letters for internet access and internal connections (Lazerware). Kelsey presented the summary report for FY 2021. She also presented goals and objectives for FY 2022.

Property: No report.

Personnel: No report.

Technology: No report.

City Council: No report.

Unfinished Business: Kelsey's vacation was approved for July 2-5 and July 30-August 6. Will ask volunteers to help during this time.

New Business: The trustees discussed the price for non-resident cards for FY22. Marty moved to set the fee at \$82.50. Melodie seconded the motion. Motion carried. Kelsey presented four bids for termite treatment. Kelsey's recommendation was to accept the bid from Terminix. Marty moved to hire Terminix to treat the building for termites after Kelsey

reviews the contract. Ruth seconded the motion. Motion carried. Kelsey presented a hotspot lending policy offered by T-Mobile. After some discussion Ruth moved to purchase two T-Mobile devices. Marty seconded the motion. Motion carried. Summer Reading programs will be held outside at the park. The program will be held every Monday in June and July. The program will include a story time, activities and snacks. Personnel evaluations need to be completed. Election of officers was tabled. Rod thanked all the trustees for their service. He praised Kelsey for her dedication as the library director.

Other Business: Kelsey stated that a patron was disappointed that we were not opening earlier. Trustees will take this into consideration in the future.

Meeting was adjourned at 8:30 p.m. The next meeting will be July 6, 2021.

Respectively submitted,
Mary Kania

Nashville Public Library Board of
Trustees Meeting
July 6, 2021

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

Rod introduced Jennifer Szopinski: our new city councilperson.

The May minutes were approved. The financial reports for May and June were reviewed and filed for audit. Marty moved to pay the bills. Aaron seconded the motion. The bills were approved to be paid.

Library director's report: Terminix came and exterminated the buildings. The wifi router equipment has been upgraded. E-rate will reimburse the library 70%. May was the last month for the craft for kids program. The summer reading program begins on June 7th. The last date will be July 26th. All programs will be held in the park. The funding for the summer reading program came from local businesses (\$2270) and from a \$1000 youth development grant from BCMW community services. The Friends of the Library held their spring book sale and generated a profit of \$527.

Property: No report

Personnel: The committee needs to set a meeting date for evaluations.

Technology: No report.

City Council: No report.

Unfinished Business: Election of officers Aaron moved to keep officers the same. Ruth seconded the motion. Motion carried. Kelsey's vacation The trustees decided to have shortened hours during Kelsey's vacation. Mary Schnake will cover the hours.
July 30 11-6 and August 2-6 11-3

New Business: Attendance is starting to increase. Approximately 25-30 people per day. The library received \$4805.55 from the Per Capita Grant award. The money will be awarded in

October.

Meeting was adjourned at 7:31 p.m. The next meeting will be September 7, 2021.

Respectively submitted,

Mary Kania

Nashville Public Library
Board of Trustees Meeting
September 7, 2021

Rod Ibendahl called the meeting to order at 7:05 p.m. Trustees present were Ruth Kellerman, Melodie Wilkey, Deb Auld, Palma Stiegman, Mary Kania, city councilperson Jennifer Szopinski and library director Kelsey Schaepperkoetter.

The July minutes were approved. The financial reports for July and August were reviewed and filed for audit. Palma moved to pay the bills. Deb seconded the motion. The bills were approved to be paid.

Library director's report: The library received \$4,805.55 from the Per Capita Grant. The summer reading program ended July 26 after seven weeks of programming. Snacks were donated by Rod and Emily Ibendahl. The Friends of the Library held an in-person meeting in August. The Spring book sale profit was \$527.

Property: No report.

Personnel: The committee needs to set a meeting date for evaluations. Technology: No report.

City Council: No report.

Unfinished Business: Library usage has decreased slightly since school started. Covid restrictions will remain the same.

New Business: Trustees were given a booklet: Standards for Illinois Public Libraries. Trustees need to read chapters 1-5 before the October meeting. Reviewing the standards is a requirement for the Per Capita Grant. It was decided to hold off on in-person programming and start the craft for kids kit again. The kits will be picked up at the library. Create the authority to spend policy was tabled till October meeting. A couple of teenage volunteers continue to help Kelsey at the library.

Meeting was adjourned at 7:40 p.m. The next meeting will be October 5, 2021.

Respectively submitted,
Mary Kania

Nashville Public Library
Board of Trustees Meeting
October 5, 2021

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

The September minutes were approved. The financial report for September was reviewed and filed for audit. Aaron moved to pay the bills. Deb seconded the motion. The bills were approved to be paid.

Library director's report: The Fall Festival Book Sale was held outside and attracted a lot of traffic to the sale. The sale netted \$621.10. The leftover boxes of books were donated to Ashley library and Goodwill. Some American Girl dolls were donated to the library so Kelsey has put a book with each doll so they can be checked out. Microsoft released the Windows 11 update on October 5th. Internet Explorer is being retired and will not be available for Windows 11. As a result, Internet Explorer method for remote access to Polaris will no longer work for those using updated computers. Kelsey installed a bypass method to connect Polaris onto staff computers without using Internet Explorer. Libraries are encouraged to use Leap instead.

Property: No report.

Personnel: The committee needs to set a meeting date for evaluations.

Technology: No report.

City Council: No report.

Unfinished Business: Chapters 1-5 Standards for Illinois Public Libraries were reviewed and discussed. It was decided we met all criteria.

New Business: The trustees discussed the Authority to Spend Policy. After some discussion, Aaron moved to change \$1000 to \$750 in paragraph 2 and to delete paragraph 3. Marty seconded the motion. Motion carried.

Meeting was adjourned at 7:40 p.m. The next meeting will be November 2, 2021.

Respectively submitted,
Mary Kania

Nashville Public Library
Board of Trustees Meeting
November 2, 2021

Palma Stiegman called the meeting to order at 7:00 p.m. Trustees present were Marty Kemper, Melodie Wilkey, Ruth Kellerman, Deb Auld and city council person Jennifer Szopinski and library director Kelsey Schaepperkoetter.

The October minutes were approved. The financial report for October was reviewed and filed for audit. Melodie moved to pay the bills and Ruth seconded the motion. The bills were approved to be paid.

Library Director's Report: Real estate taxes received this month were \$58,007.98. Accumulative taxes received to this date were \$72,000 and total anticipated annual amount will be \$120,073. There were 9 new patron cards and 25 renewed. Total fees collected were \$742.50 for the month of October. A total of 150 new materials were purchased. There were no purchases from petty cash in October. The library continued to be busy with crafts for adults/teens with a total of 48 throughout the month. There were 240 kid crafts (60 per week) for this month. For Halloween, 36 coloring pages were handed out with 18 returned to be displayed in the library window. The library continued to have multiple volunteers from the high school helping with various jobs. The English I Class cleaned and organized the basement.

The 2022 Per Capita Grant application is available and due by January 15, 2022.

Property: No report.

Personnel: Committee completed library director's evaluation and presently Kelsey is reviewing.

Technology: No report.

City Council: Jennifer relayed determination if a volunteer would be injured while at library, insurance would cover the incident similar as a patron or employee.

Unfinished Business: Chapters 6-10 Standards for Illinois Public Libraries were reviewed with lengthy discussion on:

Chap. 6 – **At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation.** Presently our director is the single employee one full day a week and 3 hours a day four days a week. Appendix E page 53 graphs recommended staffing levels according to jurisdictional population.

Chap. 7 – **The library board of trustees ensures that the library has a publicly funded budget to purchase materials. The minimum annual expenditure for materials for any size library should be a minimum of 8-12 percent of the operating budget.** It was recommended these percentages of expenditures be reviewed.

Remaining Chapters met criteria.

New Business: Review and discuss Chapters 11-13 Standards for Illinois Public Libraries for next meeting Jan. 4, 2022. A virtual Member Day '21 is being presented on November 18th from 8am-4pm to celebrate libraries, build partnerships and is recommended for library employees and trustees. Registration is at

librarylearning.com by Nov. 16th. Kelsey introduced a new library app: SHARE Mobile for patrons. Book markers are available to show all of the amenities this app can offer for our library. In observation of the upcoming holidays, Thanksgiving and Christmas, the library will be closed on Thanksgiving Day (Thursday) and the day after (Friday) in lieu of Christmas Day (Saturday). A motion was made by Deb and seconded by Ruth. Motion carried. Meeting was adjourned. The next meeting will be on January 4, 2022.

Respectfully submitted,

Deb Auld