

Nashville Public Library
Board of Trustees Meeting
January 4, 2022

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

The November minutes were approved. The financial reports for November and December were reviewed and filed for audit. Marty moved to pay the bills. Melodie seconded the motion. The bills were approved to be paid.

Library director's report: The library continued the Take & Make Craft kit program for adults, teens and kids during November and December. December 19th was the last day for the adult/teen program. December 28th was the last day for the kids' program. The staff virtually attended Members Day 2021 on November 18th. There are also sessions specifically prepared for board members. These sessions were recorded and are now available for viewing. The FY22 Per Capita Grant application was submitted to the Illinois State Library on December 13, 2021. It has been received and is currently in review. Our population has decreased to 3105 according to the 2020 census of Nashville. Bill Watts donated \$6500 to the library. Linda Summers wrote an article about the Friends of the Library. The Friends celebrated their 25th anniversary in the fall. The Friends of the Library have not been able to find anyone who will be president. If they are unable to find someone they will disband at their next meeting on January 21, 2022.

Property: No report.

Personnel: The No report.

Technology: No report.

City Council: No report.

Unfinished Business: Chapters 11-13 Standards for Illinois Public Libraries were reviewed and discussed. It was decided we met all criteria.

New Business: The board reviewed and discussed the Omicron Variant and Covid Policies. It was decided that if Mary and Kelsey would have to quarantine, we would close the library for 10 days. Gayla would come in to clean the Sunday before reopening the library. Bil Temme has asked to have his privileges to return to the library be reinstated. The board decided at this time to not give

Bill Temme his privilege back. The board discussed a Code of Conduct Policy. The board decided to use the Code of Conduct that the Centralia Regional Library District uses with a few changes. Add-The library has the authority to exclude from the use of the library any person who willfully violates the rules prescribed by the board per Statute ILCS 75 number 11. Palma moved to adopt the Code of Conduct with the added statement from ILCS 75 number 11. Ruth seconded the motion. Motion carried.

Kelsey left the meeting at 7:55.

The board discussed whether to continue to pay Kelsey and Mary if they would have to quarantine. Rod is going to check with the city to find out what their policy is for employees who have to quarantine. The board discussed different scenarios about what to do if you are vaccinated or not vaccinated. Marty moved to have the personnel committee to form a policy on covid quarantine and compensation. Palma seconded the motion. Motion carried.

Meeting was adjourned at 8:14 p.m. The next meeting will be March 1, 2022.

Respectively submitted,
Mary Kania

Nashville Public Library
Board of Trustees Meeting
March 1, 2022

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

Public Comment: Barry Hoercher addressed the trustees about the library hours since Covid changed the library's previous hours. He would like to have library hours extended to include Saturday hours. He would also like to be able to renew new books for two additional weeks. The trustees will take his recommendations into consideration. Kelsey read a letter from Lonniei Kunnemann. She wants masks to be optional. This is no longer a concern because masks are now optional.

The January minutes were approved. The financial reports for January and February were reviewed and filed for audit. Marty moved to pay the bills as presented. Aaron seconded the motion. The bills were approved to be paid.

Library director's report: The library took a break from Take & Make Craft Kits in January but restarted the program in February. A winter reading challenge called Bookopoly was started on January 6th. Patrons kept track of their reading on a Bookopoly game board. Participants are able to win prizes. Sixteen game boards have been completed. Kelsey completed two different programs through online webinars. Linda Summers will be the new president for the Friends of the Library. The meetings will be quarterly. They will also be starting a library book club. They will meet at El Indio to discuss the book they chose to read.

Property: No report.

Personnel: No report.

Technology: No report.

City Council: No report.

Unfinished Business: The trustees reviewed the Covid-19 policy. Kelsey will make changes that were discussed and present a new policy at the April meeting. Aaron moved that mask

requirements will be lifted at the library. Melodie seconded the motion. Motion carried.

New Business: Rod read Mary Schnake's resignation letter. Her last day was February 25th. Kelsey has a memory box that will be given to Mary Schnake. Kelsey wants to fill it with letters from patrons and trustees. Kelsey has placed ads for a new employee. The starting salary will be \$12 an hour. Omicron variant policy was tabled to April. Trustees need to complete economic interest statements for the county clerk. The trustees need to complete FOIA and open meetings act on the foia.pac.ilag website and read the sexual harassment training packet.

Meeting was adjourned at 8:14 p.m. The next meeting will be April 5, 2022.

Respectively submitted,
Mary Kania

Nashville Public Library meeting: Tuesday, April 5th. Board trustees present: Rodney Ibendahl, Palma Stiegman, Melodie Wilkey, Ruth Kellerman, Deb Auld, and Dana Haertling. City Council: Jennifer Szopinski. Librarian: Kelsey Schaepperkoetter

Meeting called to order followed by approval of minutes (motion Deb Auld, 2nd Ruth Kellerman). Financial report approved (motion Melodie W, Palma 2nd).

Librarian's report: Results of successful Bookapology shared – all age groups. Laserware service increase of \$6 X 3 office computers; \$2 X 10 patrons computers per month. Personnel: Teresa Hake hired and now on duty; applications will be kept on file for future use. Long term Leave without pay – proposed policy discussed – motion: Ruth K, Mel 2nd) carried. Emergency Library Closing – discussion then motion: (Dana H, Palma 2nd) carried. Covid 19 Policy – discussion then motion (Deb A, Dana H 2nd) carried.

New Business:

Circulation Policy: 40 items per library card (residents & non-residents) Institution use: schools, nursing homes, etc. Change to 60 items for institutions only and with the knowledge that they are responsible for all fines/fees. Motion: Dana H, Ruth K 2nd – carried.

Renewal of new books policy - 2 weeks & NO renewals: Discussion – book checkout of these shared for several months has increased with No change in renewals. Kelsey reported survey from many area libraries who have the same policy as we currently do with a few having 3 weeks. Community member Barry Hoercher shared his view of an extension renewal past 2 weeks. Discussion followed with each trustee sharing their views. Kelsey will put a survey form near New Books section to gather patrons' views. It was agreed to table action and revisit this issue at May meeting

Fire Alarm Security: Representative had shared his alarm services with Kelsey. Annual inspection \$475 then \$250 for followup years, \$52 per month. This would also require a contact person for this service. Jennifer S will check with City Council at this week's meeting to see if we might have a similar service available to us.

Library Lighting: Ballast light issues have average 2-4 per year costing \$100-\$200 per year. Replacing wiring for LED lights could cost \$800 for rewiring + new bulbs 200 lights X \$15 per bulbs. Kelsey will check for any Grants for such issues for public libraries. Revisit this issue in May.

Walk- thru for any issues occurred after meeting was official ended.

Nashville Public Library
Board of Trustees Meeting
May 3, 2022

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

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

Library director's report: The library and the local 4H leader, Amanda Fox will present the Grow, Gobble, Give program. The objective of the program is to teach kids how to grow their own food, learn to cook it and then share it with the community. The first program was held on April 7th. To help the community, the program will be accepting canned goods in a donation box located at Dollar General and Kroger. All donated goods will be distributed to local food pantries. A representative from the Illinois Treasurers' office came to the library introducing people to the I-CASH program to see whether they had unclaimed money and property. Teresa Hake was hired as Assistant Librarian I. A lounge chair and wooden side table were donated in honor of Rosalee Boreup. The Friends of the Library will host the spring book sale on May 27th and May 28th. Kelsey presented the summary of goals and objectives for 2021-2022. Kelsey also presented the goals and objectives for 202-2023, promoting literacy and improving technology.

Property: The carpet needs to be cleaned and the bay window may need to be replaced.

Personnel: Teresa Hake was hired as Assistant Library I. Kelsey would like to hire another person to work in the library.

Technology: No report.

City Council: No report.

Unfinished Business: The trustees discussed 3 different proposals from Security Alarm, Cintas and Tech Electronics. Marty moved to accept the bid from Cintas for alarm system inspection, wireless alarm monitoring, portable extinguisher inspection and exit/emergency light inspection. Palma seconded the motion. Motion carried. Rewiring lights in the library:

we have an estimate from PowerPlus for rewiring. Jennifer Szopinski is going to contact Jim Lietz and Mark Srienkamp for estimates.

New Business: The summer reading program's theme will be a nature theme. It will last six weeks throughout the summer. The first session will be held at the park with bounce houses. The circulation policy survey showed the majority said yes that they were satisfied with the policy we have in place. Kelsey presented three different options of collecting non-resident fees. After some discussion it was decided to charge fees according to non-resident tax bills. Marty moved to charge renters 10% of rental fee and base the fee on property tax bills for non-residents. Melodie seconded the motion. Motion carried. Rod thanked trustees for their service. Ruth moved to keep officers the same for the 2022-2023 year. Melodie seconded the motion. Motion carried. Kelsey and Jennifer left the meeting. Rod presented the budget. Palma moved to accept the budget. Marty seconded the motion. Motion carried.

Meeting was adjourned at 8:25 p.m. The next meeting will be July 5, 2022.

Respectively submitted,
Mary Kania

Nashville Public Library
Board of Trustees Meeting

July 5, 2022

Rod Ibendahl called the meeting to order at 7 p.m. Trustees present were Melodie Wilkey, Marty Kemper, Ruth Kellerman, Palma Stiegman, and Council member Jennifer Szopinski. Library director Kelsey Schaepperkoetter was on vacation.

The May minutes were approved. The financial reports for May and June were reviewed and filed for audit. Ruth moved to pay the bills and Melody seconded the motion. Bills were approved and filed for audit. Four recent bills were reviewed: city utilities \$46.38, Okawville Times subscription \$76.50, Security Alarm installation/1 yr maintenance \$1,097.80, and salaries \$3,445.80. Motion approved to pay these bills.

Librarian report for May and June was viewed and accepted.

Committees:

- Carpet cleaning soon to be scheduled.
- Bay window cost to be given soon.
- Katie Mason, new employee, had excellent interview and hired!
- City Council Jennifer had no report.

Unfinished Business: Bids for wiring received. We will check for grants to cover some of the cost. We will do both parts of the project.

New Business:

- Grant received \$4,579.88. Well done, Kelsey!
- Library Hours: 11 a.m. – 6 p.m. August 1st open on Saturday 10 a.m. – 2 p.m.

Meeting adjourned at 7:20 p.m.

Nashville Public Library
Board of Trustees Meeting
September 6, 2022

Rod Ibendahl called the meeting to order at 7:01 p.m. Trustees present were Melodie Wilkey, Marty Kemper, Ruth Kellerman, Deb Auld, Mary Kania, 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. Marty moved to pay the bills. Melody seconded the motion. The bills were approved to be paid.

Library director's report: The summer reading program ended on July 19th with an animal show by Wild Times Exotics. Children received their prizes and certificates at the end of the program. Rice Sullivan, LLC completed our annual audit. Nashville Public Library has been assigned a Unique Entity ID. The Friends of the Library will host the fall book sale during the fall festival.

Property: Marty moved to have Reliable clean the carpets for \$1304.42. Deb seconded the motion. Motion carried.

Personnel: No report.

Technology: No report.

City Council: No report.

Unfinished Business: Rewiring lights in the library: Jim Lietz submitted a bid of \$3500 to rewire the library. This bid includes the bulbs. This bid is comparable to Greg Hopfinger's bid. DBG Construction Inc submitted a bid of \$30,270.00 to replace the windows in the children's section. After some discussion it was decided to get more bids for replacing the windows. Kelsey is checking into a Live and Learn Grant to help pay for rewiring the library and replacing the window.

New Business: The trustees reviewed Chapters 1-3 per Capita Grant requirements.

Biblio+Streaming Service is a service to add on to your ebook account. It is a \$400 fee per year. Kelsey is going to check on more information. The trustees reviewed the salary of our custodian. It was decided not to increase the salary at this time.

Meeting was adjourned at 7:56 p.m. The next meeting will be October 4, 2022.

Respectively submitted,
Mary Kania

Nashville Public Library
Board of Trustees Meeting
October 3, 2022

Rod Ibendahl called the meeting to order at 7:03 p.m. Trustees present were Marty Kemper, Dana Kania, Mary Kania, Jennifer Szopinski and library director Kelsey Schaepperkoetter.

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

Library director's report: Kelsey reported that all our computers have been upgraded with the newest Windows 11 software through Lazerware. A library crawl is happening during the month of October. One hundred twenty-four libraries are participating in the event. When visiting another library you get your passport stamped and return it to your home library to be eligible for a prize. The Friends of the Library book sale earned \$805.75 during the fall festival. The funds will be used for upcoming programming costs.

Property: Dana is going to call Superior Windows to get another bid for replacing the windows. Kelsey is going to put an ad in the newspapers seeking bids also.

Personnel: No report.

Technology: No report.

City Council: No report.

Unfinished Business: Rewiring lights in the library: Kelsey found out we do not qualify for the Ameren grant. A decision about the lighting was tabled. Reliable completed the carpet and tile cleaning. Kelsey stated they did a good job.

New Business: The trustees reviewed and discussed Chapters 4-6 of the Standards for Illinois Public Libraries per Capita Grant requirements. Kelsey gave an update on the Biblio+ streaming service. The fee is \$132 per year instead of \$400 per year. It can be accessed from the web, tablet, Iphone, Roku and several other devices. They are producing many of their own movies and TV shows. Marty moved to subscribe to Biblio+ for a year. Rod seconded the

motion. Motion carried. Gayla Brown is still employed as our custodian. The library received our first payment from real taxes.

Meeting was adjourned at 7:42 p.m. The next meeting will be November 1, 2022.

Respectively submitted,

Mary Kania

Nashville Public Library
Board of Trustees Meeting
November 1, 2022

Rod Ibendahl called the meeting to order at 7:02 P.M. Trustees present were Marty Kemper, Deb Auld, Melody Wilkey, Jennifer Szopinski, Aaron Epplin, and Ruth Kellerman.

The October minutes were approved. Library director, Kelsey, is needing a leave of absence. Teresa and Katie will have extra hours. The financial report was reviewed and filed. Deb moved to pay the bills. Ruth seconded. The bills were approved to be paid.

Property: DBG bids were reviewed. No responses were received from the newspaper ad. Aaron moved to approve the bid for \$32, 291.50 for Quaker windows by DBG Construction. Melody seconded the motion.

Personnel: No report

Technology: No report

City Council: No report

New Business: The trustees reviewed Chapters 7-9 of the Standards for Illinois Public Libraries. The library received \$61, 990.68 in tax receipts.

Meeting was adjourned at 7:20 P.M. The next meeting will be held January 3, 2023.

Respectfully submitted,

Dana Haertling