

Nashville Public Library Board of
Trustees Meeting
January 2, 2024

Marty Kemper called the meeting to order at 7:03 p.m. Trustees present were Ruth Kellerman, Melodie Wilkey, Deb Auld, Mary Kania, city councilperson Jennifer Szopinski and library director Kelsey Schaepperkoetter.

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

Library director's report: Programs at the library have been well attended. Some programs were storytime for kids, family reading night, movie nights, and crafts for children and adults. The library hosted "A Taste of India", an I Cash booth, and decorated a shrub for Hometown Christmas.

Property: No report.

Personnel: No report.

Technology: We need to upgrade to a higher internet speed. We now have 10 megabytes and would like to upgrade to 100 megabytes. We have 2 bids-one from Spectrum and Clearwave. We can receive up to 70% off per month with erate.

City Council: No report.

Unfinished Business: Mary Schnake memorial was discussed.

New Business: FY 24 per capita grant has been submitted. Windows 10 is being retired so we need to update to windows 11. We have until October 2025 to upgrade. Ameren employees nominated our library for "I Love My Library" grant. We should be receiving this grant.

Meeting was adjourned at 7:48 p.m. The next meeting will be March 5, 2024.

Respectively submitted, Mary Kania

Nashville Public Library
Board of Trustees Meeting
March 5, 2024

Rod Ibendahl called the meeting to order at 7:00 p.m. Trustees present were Ruth Kellerman, Melodie Wilkey, Marty Kemper, Aaron Epplin, Palma Stiegman, Mary Kania and library director Kelsey Schaepperkoetter. Salina Jett was a guest.

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

Library director's report: The library received a \$2000 Ameren grant through the Love Your Library program. Librarian's receipts for February included \$9207 from real estate taxes. The minimum wage was increased to \$14/ hour on January 1st. The state also implemented the Paid for All Leave Act. Library employees received the library's policy along with a paper for tracking any paid leave they choose. The Friends of the Library held a fundraiser with Buretta's Catering. The profit was \$255.

Property: No report.
Personnel: No report.
Technology: No report.
City Council: No report.

Unfinished Business: Windows 11 upgrade-After some discussion, Marty moved to buy 3 staff computers for \$2539.51 from Lazerware. Marty's motion included using the money from the Ameren grant to help pay for the computers. Melodie seconded the motion. Motion carried.

New Business: The trustees completed the economic interest statement for the county clerk. Katie will be leaving for college so we will need to find a replacement for her.

Meeting was adjourned at 7:28 p.m. The next meeting will be April 2, 2024.

Respectively submitted,

Mary Kania

Nashville Public Library
Board of Trustees Meeting
April 2, 2024

Rod Ibendahl called the meeting to order at 7:00 P.M. Trustees present were Ruth Kellerman, Melodie Wilkey, Marty Kemper, Dana Haertling, Jennifer Szopinski (city council), Kelsey Schaepperkoetter (library director), and Salina Jett (guest).

The March minutes were approved. The financial reports from March were reviewed and filed for audit. Ruth moved to pay the bills. Dana seconded the motion. The bills were approved to be paid.

Library director's report: Librarian's receipts for March were \$1,408.26. There were five story times held in March. U of I Extension held a plant event at the library in March. A seizure certification training was also held. A teen drug usage event was held to educate parents. The Friends of the Library hosted a puzzle race which was "sold" out. The profit was \$305.53. They plan to host a trivia night in the fall.

Property: no report

Personnel: no report

Technology: New computers have been ordered.

City Council: no report

Unfinished Business: Katie's last day will be July 31st. A replacement will be needed and an ad for her position will be posted in the paper.

New Business: Walk through the library to look at concerns of weather stripping on doors and cabinet handle repair needs.

Other Business: A new custodian search is needed due to the current custodian's retirement. Cook the Book meetings sponsored by the library will take place once a month at 6:00 P.M.

Meeting was adjourned at 7:37 P.M. The next meeting will be May 7, 2024

Respectively submitted,

Dana Haertling

Nashville Public Library
Board of Trustees Meeting
May 7, 2024

Rod Ibendahl called the meeting to order at 6:00 p.m. Trustees present were Melodie Wilkey, Marty Kemper, Aaron Epplin, Deb Auld, Dana Haertling, and Mary Kania.

The April minutes were approved. The financial report from April was reviewed and filed for audit. No bills reported to be paid.

Library director's report: No library director's report. Trustees reviewed Friends of the Library income and expenses for the past fiscal year.

Property: No report.

Personnel: No report.

Technology: No report.

City Council: No report.

Unfinished Business: No update on employee replacement. The board is still looking for a custodian.

New Business: No information on the summer reading program. Personnel evaluations need to be completed. Trustees discussed the non-resident card fee. Marty moved to use the tax bill method for non-resident cards. Aaron seconded the motion. Motion carried. Aaron moved to keep the officers the same as last year. Melodie seconded the motion. Motion carried. Rod thanked the trustees for serving on the board. Trustees discussed the budget for the fiscal year 2025. Dana moved to approve the budget. Deb seconded the motion. Motion carried.

Meeting was adjourned at 6:29 p.m. The next meeting will be July 2, 2024.

Respectively submitted,

Mary Kania

Nashville Public Library
Board of Trustees Meeting
July 2, 2024

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

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

Library director's report: The library received two grants for the summer reading program: a Dollar General grant and a BCMW grant. Summer reading hosted a kickoff party on June 5th at the library. Our surety bond was increased to \$85,000 to ensure that we are following the current law of having a bond worth 50% of our total funds received during the year. All barcodes need to be moved to the exterior of books due to a new automated material handling system.

Property: No report.

Personnel: No report.

Technology: No report.

City Council: No report.

Unfinished Business: Board training needs to be completed by Aaron, Dana and Deb. Personnel evaluations need to be completed.

New Business: Barbara Croessman was hired to fill the library's employee vacancy. The Fall Festival is September 27th and September 28th. The library will be having the book sale again. Kelsey requested the library be closed those two days. Ruth moved to close the library and Melodie seconded the motion. Motion carried.

Meeting was adjourned at 7:39 p.m. The next meeting will be September 3, 2024.

Respectively submitted,

Mary Kania

Nashville Public Library
Board of Trustees Meeting
September 3, 2024

Rod Ibendahl called the meeting to order at 7:02 p.m. Trustees present were Aaron Epplin, Marty Kemper, Aaron Epplin, Mary Kania, city councilperson Jennifer Szopinski and library director Kelsey Schaepperkoetter.

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

Library director's report: Summer reading program concluded on July 31st. The library hosted a presentation from Wild Science about the ocean. We had 136 children participate in the program and received funding equaling \$6225. Other presentations offered were Cook the Book, What a Novel Idea, Great Horned Owls in Forest Park and a Wild Weather storytime.

Property: No report.

Personnel: No report.

Technology: No report.

City Council: No report.

Unfinished Business: Personnel evaluations need to be completed.

New Business: Reviewed chapters 1-3 for the Per Capita Grant requirement. Kelsie discussed the first part of the lead trustee portal which trustees can use for information about libraries. The criteria for board trustees was tabled. Aaron moved to amend the budget to add \$2000 for gifts and purchases to cover the book binding machine purchase. Marty seconded the motion. Motion carried. The Friends of the Library donated the money to purchase the book binding machine. After some discussion Marty moved to go with Reliable's bid for carpet and tile cleaning. Aaron moved to approve the policies for duties of a trustee and library board meetings and the open meetings policies.

Meeting was adjourned at 8:25 p.m. The next meeting will be October 1, 2024.

Respectively submitted, Mary Kania

Nashville Public Library
Board of Trustees Meeting
October 1, 2024

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

The September minutes were approved. The financial report for September was 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 hosted story-time for children in September. What a Novel Idea book club met on September 16th. A successful Cook the Book program was hosted on September 17th. The staff created a local author display with eleven authors from Washington County. The fall book sale was cancelled due to wind and heavy rain. The Friends made \$396 on Saturday of the sale. IHLS Delivery is now barcoding our materials in preparation for the Automated Material Handling System expected sometime next year. The Friends of the Library donated \$50 to the library for the library crawl. The crawl will be held during the month of October.

Property: No report.

Personnel: No report.

Technology: No report.

City Council: No report.

Unfinished Business: Personnel evaluations need to be completed.

New Business: Reviewed chapters 4-6 for the Per Capita Grant requirement. Kelsey discussed the next section of the ileadTrustee.org website. After discussing the criteria for board membership policy, Ruth moved to accept the criteria for board membership policy. Deb seconded the motion.

Salina Jett thanked the trustees and Kelsie for everything we do for the library.

Meeting was adjourned at 7:40 p.m. The next meeting will be November 5, 2024.

Respectively submitted, Mary Kania

Nashville Public Library
Board of Trustees Meeting
November 20, 2024

Rod Ibendahl called the meeting to order at 7:00 p.m. Trustees present were Marty Kemper, Melodie Wilkey, Ruth Kellerman, Mary Kania 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. Ruth seconded the motion. The bills were approved to be paid.

Library director's report: The library hosted a library crawl, horror movie night and adult craft night, storytime with Nascote Industries, spooky storytimes and crafts, cook the book club and trick or treat at the library. Library staff completed a weeding program, removing all materials that had not circulated in over 10 years (only 2 books) and then removing some books that had not moved in over 7 years or were in poor condition. The staff is currently completing inventory of our adult fiction. Security alarm visited the library and recommended that we replace three of our smoke detectors as they are outdated. They also presented two options for panic alarm packages. The Friends of the Library Christmas party will be December 16th at El Indio.

Property: No report.

Personnel: No report.

Technology: No report.

City Council: No report.

Unfinished Business: Bloodborne pathogens policy was reviewed. Melodie moved to approve the policy. Mary seconded the motion. Motion carried. Capitalization policy is tabled. Confidentiality policy was reviewed and revised. Marty moved to approve the revised policy. Ruth seconded the motion.

New Business: Trustees need to review these policies before the January meeting: fines and penalties, gifts, and hours and rules. Trustees reviewed Chapters 7-10 of Standards for Illinois Public Libraries per Capita Grant requirements. Kelsey presented another section of the ilead.Trustee.org website/training for trustees. Library needs to upgrade computers to Windows 11. Lazerware presented a quote for the upgrades. Marty moved to purchase five patron computers and the laptop using the Lazerware quote that Kelsey presented. The library will purchase five patron computers and a laptop.

Meeting was adjourned at 9:19 p.m. The next meeting will be January 7, 2025.

Respectively submitted, Mary Kania