

Nashville Public Library
Board of Trustees Meeting

February 4, 2025

Rod Ibendahl called the meeting to order at 7:00 p.m. Roll call: trustees Marty Kemper present, Dana Haertling present, Deb Auld present, Mary Kania present, Rod Ibendahl present, city council person Jennifer Szopinski present, library director Kelsey Schaepperkoetter present and guest Salina Jett. Trustees absent: Melodie Wilkey and Ruth Kellermann.

The November minutes were approved. The financial reports for November and December 2024 and January 2025 were filed for audit. Dana moved to pay the bills and Deb seconded the motion. The bills were approved to be paid.

Library director's report: Story-time was held during the months of November, December and January. Family reading night was held in November. Free adult craft nights were held in November and December. Cook the Book club met in November, December and January. What a Novel Idea met in November, December and January. Teresa hosted Time for Tea on December 10th. Illinois Heartland Library System launched three new dashboards to empower SHARE member libraries with valuable insights. Kelsey purchased and applied weather stripping seals for the emergency exit door above the basement stairs. Door Service Incorporated will be coming to inspect and replace the commercial weather stripping on the front doors. The trustees completed Statements of Economic Interests to be filed with the County Clerk's office.

Property Report: No report.

Personnel Report: No report.

Technology Report: No report.

Long Range Planning Committee: Update by-laws tabled

City Council Report: No report.

Unfinished Business: Review and approve capitalization policy tabled. Marty moved to approve the fines and penalties policy. Dana seconded the motion. Motion carried. Marty moved to approve the gifts policy. Deb seconded the motion. Motion carried. Dana moved to approve the hours and rules policies. Deb seconded the motion. Motion carried.

New Business: Trustees need to review chapters 11-13 for the Per Capita Grant requirements. Kate Cox and Dawn Reeder's names have been submitted as new trustees. Trustees need to review the interlibrary loan policy, the library cards

policy and the public comments policy. Kelsey presented information from the Illinois Heartland Library. The information was for becoming a member on the IHLS Board of Directors.

Correspondence: Aaron Epplin submitted his resignation letter effected immediately.

Deb moved to adjourn at 7:41 p.m. Dana seconded the motion.

Respectively submitted,

Mary Kania

Nashville Public Library
Board of Trustees Meeting

March 4, 2025

Rod Ibendahl called the meeting to order at 7:00 p.m. Roll call: trustees Melodie Wilkey present, Ruth Kellerman present, Dana Haertling present, Kate Cox present, Dawn Reeder present, Marty Kemper absent, Deb Auld absent, Mary Kania present, city council person Jennifer Szopinski present, library director Kelsey Schaepperkoetter present and guest Salina Jett.

Dana moved to approve the minutes. Ruth seconded the motion. The February minutes were approved. The financial report for February was filed for audit. Melodie moved to pay the bills and Dawn seconded the motion. The bills were approved to be paid.

Library director's report: Library staff attended training to become CPR certified on Friday, February 28th. Citizens of Washington County met at the library on Saturday, February 8th to discuss starting a crochet club. They decided to meet on Saturdays from 10 am-2 pm. Kelsey attended an Immigration Enforcement webinar for public libraries. The presenter emphasized making a plan and knowing your fourth amendment rights when interacting with an ICE officer. The Friends of the Library have an ongoing fundraiser called Blind Date with a book. The Friends of the Library are going to purchase new tables for the book sale.

Property Report: The carpet in the children's area is starting to buckle. Dana is going to contact someone to see if the carpet can be stretched.

Personnel Report: No report.

Technology Report: No report.

Long Range Planning Committee: No report.

City Council Report: No report.

Unfinished Business: Review and approve capitalization policy-waiting to hear from the city attorney. Ruth moved to approve the revised interlibrary loan and library card policies. Dana seconded the motion. Motion carried. The public comment policy was tabled.

New Business: Welcomed new trustees Kate Cox and Dawn Reeder. The board training open meetings act and sexual harassment needs to be completed by trustees. Melodie moved to approve unattended children policy and Ruth seconded the motion. Motion carried. The library director job description and assistant librarian 1 job description was tabled.

Correspondence: A thank you note was read from Teresa Hake.

Meeting adjourned at 7:38 p.m. The next board meeting will be April 1, 2025 at 7:00 p. m.

Respectively submitted,

Mary Kania

Nashville Public Library
Board of Trustees Meeting

April 1, 2025

Rod Ibendahl called the meeting to order at 7:02 p.m. Roll call: trustees Melodie Wilkey present, Ruth Kellerman present, Dana Haertling present, Kate Cox present, Dawn Reeder present, Marty Kemper present, Deb Auld present, Mary Kania present, city council person Jennifer Szopinski present and library director Kelsey Schaepperkoetter present.

Marty moved to approve the minutes. Deb seconded the motion. The March minutes were approved. The financial report for March was filed for audit. Marty moved to pay the bills and Ruth seconded the motion. The bills were approved to be paid.

Library director's report: The library had many activities during the month of February: Children's story-time, What a Novel Idea book club, Cook the Book and the crochet club. Fortinet recently announced the model 50E firewall support is ending. Lazerware replaced the 50E with the 40F at no charge. The new firewall offers the same security, same monthly price, with improved network capacity. A new executive order aimed at further downsizing federal agencies affects the Institute of Museum and Library Services. Without sufficient funding, the IMLS cannot adequately perform its duties. Services at the Nashville Public Library may be impacted because of this executive order. Marty moved to empower Kelsey to draft a letter to our senators and representatives asking them to support libraries and the funding for our libraries. Dana seconded the motion. Motion carried. The Friends of the Library discussed and purchased three new tables for their annual book sale and discussed their Blind Date with a Book fundraiser. The Modern Woodmen has offered to match the funds raised to help match the goal of the fundraiser.

Property Report: The carpet in the children's area is starting to buckle. Kelsey feels the floor may be uneven. Dana is going to contact someone about carpet repair.

Personnel Report: No report.

Technology Report: No report.

Long Range Planning Committee: No report.

City Council Report: No report.

Unfinished Business: The approval of the capitalization policy was tabled-waiting to hear from the city attorney. Ruth moved to approve the revised Public Comments Policy. Melodie seconded the motion. Motion carried. Deb moved to approve the Library Director and Assistant Librarian I job descriptions.

New Business: Personnel evaluations tabled to May. Budget meeting needs to be scheduled before May 6. Board training needs to be completed.

Meeting adjourned at 7:44 p.m. The next board meeting will be May6, 2025 at 7:00 p. m.

Respectively submitted,

Mary Kania

Nashville Public Library
Board of Trustees Meeting

May 6, 2025

Rod Ibendahl called the meeting to order at 7:00 p.m. Roll call: trustees Melodie Wilkey present, Ruth Kellerman present, Dana Haertling present, Kate Cox present, Dawn Reeder present, Marty Kemper present, Deb Auld present, Mary Kania present, city council person Jennifer Szopinski present and library director Kelsey Schaepperkoetter present.

Marty moved to approve the minutes. Deb seconded the motion. The April minutes were approved. The financial report for April was filed for audit. Two checks were added to the bills for payment. The checks were for cleaning the library, \$155 to Phyllis and \$160 to Tina. Melodie moved to pay the revised bills and Kate seconded the motion. The bills were approved to be paid.

Library director's report: The library had many activities during the month of April: Children's story-time, What a Novel Idea book club, Cook the Book and the crochet club. Nascote Industries held a book drive and donated 283 items for the Friends of the Library book sale. Kelsey presented two different options for expanding our e-resources. After some discussion it was decided we would join the Digital Library of Illinois. The cost of the program will be paid through the book budget. The Friends of the Library had a profit of over \$3000 from the Blind Date with a book fundraiser. This included a \$2500 donation from Modern Woodsmen. The Friends purchased a 60 book set of the Culture of the World and three library staff chairs. The Friends will be hosting the book sale Memorial Day weekend. The director's summary report for FY 2025 and the library director's goals and objectives for FY 2026 was tabled until the July meeting. Washington County Historical Society wants to work with the library to plan for the celebration of the signing of the 250th anniversary of the signing of the Declaration of Independence.

Property Report: Alwyn Dykstra came and looked at several projects that need to be fixed. He is going to come back and check the roof. He was also going to have someone come look at the carpet. Doug Hargan is suppose to come and give a bid for the staining of the wood on the outside of the building.

Personnel Report: No report.

Technology Report: No report.

Long Range Planning Committee: No report.

City Council Report: Jennifer Szopinski informed us that she will no longer be our city council representative. Christine Harre-Borgmann will be our new representative.

Unfinished Business: The approval of the capitalization policy was tabled-waiting to hear from the city attorney.

New Business: Kelsey discussed the Summer Reading Program and other activities happening at the library this summer. The hot spot lending policy was reviewed. Marty moved to approve the policy as presented. Dawn seconded the motion. Motion carried. Marty moved to continue the non-residence card fee program following the tax bill method. Kate seconded the motion. Motion carried. Election of officers: Melodie moved to elect Rod Ibendahl for president, Dana Haertling for vice-president, Marty Kemper for treasurer and Mary Kania for secretary. Dawn seconded the motion. Motion carried. Rod thanked the trustees for their service on the board. Kelsey left the meeting. Rod presented the budget/salaries for FY 2026. After some discussion Ruth moved to accept the budget and Melodie seconded the motion. Motion carried.

Meeting was adjourned. The next board meeting will be July 1, 2025 at 7:00 p. m.

Respectively submitted,

Mary Kania

Nashville Public Library
Board of Trustees Meeting
July 1, 2025

President Rod Ibendahl called the meeting to order at 7:00p.m. Roll call for trustees present: Melodie Wilkey, Marty Kemper, Kate Cox, Ruth Kellerman, Rodney Ibendahl and Christine Harre Borgman, City Council representative.

Melodie moved to approve the minutes as presented. Marty seconded the motion. The May minutes were approved. The financial report for May was filed for audit. A motion to pay the bills was made by Marty and seconded by Melodie. The bills were approved to be paid. File expenses for audit.

Library Director's report: Security Alarm visited the library to conduct an annual review of our fire monitoring system. Whilst present, they also fixed the heat detector in the attic. The library received a check for \$23,055.05 from the insurance company for hail damage done to the roof. Six new library cards were created in May, while twelve were created in June. Cook the Books was held. The book club met twice. Friends plan to sell books during Fall Festival this year. Kelsey requested the library be closed during Fall Festival so librarians could host a booth at the festival, advertising library services. She advised that the library does not receive much foot traffic that weekend and much of the people entering the library, do so for the bathroom. Melodie motioned that the library be closed during Fall Festival (September 26th and 27th) so that the library could host a booth at the festival instead. Marty seconded the motion. Motion passed. Discussion held about fostering community connections, having the library as a cooling center, consider plans for expansion of the library, looking into the future of long term goals, reviewing capitalization policy provided by city attorney for the library. The board treasurer brought up that the library may need an accountant and if so, would it be possible to share with the city. After looking at the capitalization policy, someone may need to ask city attorney to explain policy needs for new procedures and professional accounting.

Standing Committee Reports:

1. Property (Dana Haertling): baseboard repaired; carpet in-process of being repaired. Concrete at back of building needs repair to prevent bugs from gaining access to library. Street Supervisor Logan Gill said city may be able to help with concrete if they have access left over since the library does not need much.
2. Personnel (Melodie Wilkey): Personnel evaluations completed.
3. Technology (Ruth Kellerman): None
4. Long Range Planning Committee: None
5. City Council: Welcomed new representative Christine Harre Borgman.

Summer Reading Programs coming up this summer:

1. July 10th: Mario party in the park
2. July 17th: 4-H art project
3. July 24th, Dance project

4. July 31st, Wrap-up party with water balloons, food and drink, and inflatables
5. Lego nights, video game nights, and family game nights too

After having the library roof inspected and receiving check from insurance, the library needs a new roof. Board discussed bringing in someone knowledgeable about roofs to speak to board. Once board hears information about roofs, a bid packet will be created and run for 2 weeks in local paper and at post office for new roof.

Motion made to adjourn by Kate and seconded by Melodie. Meeting was adjourned at 7:57pm. The next meeting will be September 2nd, 2025.

Nashville Public Library
Board of Trustees Meeting

September 2, 2025

President Rod Ibendahl called the meeting to order at 7 p.m. Roll call for trustees present: Dawn Reuter, Marty Kemper, Kate Cox, Ruth Kellerman, Rodney Ibendahl, Deb Auld, and Christine Harre Borgmann, City Council representative.

Aaron Epplin present at meeting to discuss Capitalization Policy and requirements for the library. 20 years ago the State government passed a state law requiring: cash accounting, keeping track of assets, and having a management discussion every year. A Capitalization Policy is required. This should include keeping track of the library assets, capitalization and depreciation of our building. If the library has under \$10,000 in assets, we do not need to keep track of assets. Assets include the building and computers.

Library is audited by the same auditors as the city. The auditor report statement of net position. Mr. Epplin presented policy. Marty made the motion to accept capitalization policy, seconded by Deb.

Kate moved to approve the minutes as presented. Dawn seconded the motion. The financial report for August was filed for audit. A motion to pay the bills was made by Deb and seconded by Kate. File expenses for audit.

Kelsey provided info to Rod concerning check she received for supplies.

Christine requiring of we got the money for repair of the roof damage. The library did receive the money. Rod will check with Mr. Curry to check on bid packets.

Marty presented our accounting procedures report. He questioned if the city is carrying the library Marty to talk with the city to see if they are carrying the library.

Kelsey requesting Marty to present information on revenues. Reserve fund at F & M amount unchanged. City audit states we had spent \$4,000 more than our records show. Need clarification.

Standing Committee Reports:

1. Property (Dana Haertling): None.
2. Personnel (Melodie Wilkey): None.
3. Technology (Ruth Kellerman): None
4. Long range planning committee: None
5. City Council: None

Motion made to adjourn by Kate and seconded by Dawn. Meeting was adjourned at 7:34.
The next meeting will be October 6th, 2025.

