

Edward Chipman Public Library Board Meeting

February 26, 2019

- I. Call to order: Judd called the meeting to order at 7:00 p.m. Roll call was taken with board members: Judd, Johnson, Koch, Lovell, Schurman, and Schroeder, as well as director Adkins in attendance.
- II. Public Comments: On behalf of Van Drunens, Nancy Porter presented the Board with the Historic Plaque that denotes the historic status of the Edward Chipman Public Library. She also discussed historic photos from the Historic House that she stated had been stored at the library. The majority of the pictures were from before Director Adkins became the director. Due to her need to access/remove the photos periodically for the Historic House she wishes to permanently remove the photos that she states were being stored at the library, as the library policy limits the removal of historic items. Porter also discussed the importance of the historical information and how it is used with various projects.
- III. Secretary's Report: The Secretary's report was reviewed. A motion was made by Schurman, and seconded by Judd to accept the Secretary's report.
- IV. Treasurer's Report: The financial report for January was reviewed. Koch motioned that we accept the financial report for January and Lovell seconded it. The financial report was accepted.
- V. Librarian's Report:
 - A. The microfilms were returned from being digitized. The only newspapers left to digitize are the St. Anne newspapers that are on microfilm. A patron has volunteered to donate the funds to digitized these newspapers. The completion of this digitization will finish the project of digitizing the microfilmed newspapers.

- B. Almost all of our yearbooks are digitized. 1980-present are currently being digitized. We are missing Momence High School yearbooks for 1940,1941,1978, and 2005.
- C. Math lab will begin after school on March 5th starting at 4:15 p.m. at the library. This math lab will provide tutoring for Je'neir and Junior High Students. The NJHS students will provide the tutoring for the math lab.
- D. The library will be offering a new program called Insiders Deals and Savings starting Thursday, March 7th at 6:00 pm. The first session will center on the topic of restaurants.
- E. Summer reading planning is underway. This year the program will continue to hold events on Fridays that involve reading and an activity. A Saturday session, however, will be added in for those who can't make it on Friday. Children can bring in their minutes read, as well as receive a bag for a "Craft at Home" activity that contains leftover materials from Friday's event. Summer reading will begin June 14 and will consist of 6 weeks of activities. The reading logs will continue, however, when the Friday events end.
- F. Director Adkins presented a proposal that would transform the large area of the basement into a meeting room for library programs. She discussed possible plans that consisted of finishing this area and adding in closets for storage. Also there would need to be security upgrades. The only recurring costs would be heating and cooling. If this project would be accomplished, multiple bids would need to be taken.

VI. Old Business

- A. Lund was able to secure a business credit card for library purchases.
- B. The Grievance Procedure Policy for employees and Public Comment Policy that are being considered were passed out to the the Board of Trustee members. The vote will be delayed until the next meeting.

VII. New Business:

A. Discussion was held on historical materials, or other materials in general, being stored at the library. Discussion was had on the need to revisit both our historical materials policy, as well as our donated material policy. The need for a written record of donations was discussed. This topic will be revisited at a later date.

VIII. Closed Session:

IX. Adjourn: Schurman motioned to adjourn. Koch seconded the motion. The meeting adjourned at 9:20 p.m.