

# Edward Chipman Public Library Board Meeting

## January 21, 2020

- I. Call to order: In the absence of Schurman, it was decided that Judd would act as president and reside over the meeting. Judd called the meeting to order at 6:59 p.m. Roll call was taken with board members: Johnson, Judd, Koch, Lovell, Lund, and Schroeder in attendance.
- II. Public Comments: None
- III. Secretary's Report: The Secretary's report was reviewed. A motion was made by Lund, and seconded by Koch to accept the Secretary's report.
- IV. Treasurer's Report: The financial reports for November and December were reviewed. The Levy has been submitted. Money has been withdrawn from the Special Reserve Fund for the basement project. Judd motioned that we accept the financial reports for November and December and Schroeder seconded it. The financial report was accepted. All were in favor.
- V. Librarian's Report:
  - A. A donation was received in the amount of \$900 to finish digitizing the microfilms. The last rolls were sent out. When they are finished, all of the library's newspaper archives will be available on the website.
  - B. Adkins finished the digital history class from George Mason University and received her certificate.
  - C. The Christmas Gathering event was successful with roughly 350 people in attendance.

D. A Ukulele Play Along group has been started at the library. 20 people attended the first day this activity occurred.

VI. Old Business

1. Annual Financial Report (AFR): A Vote was taken on the Annual Financial Report. Lovell motioned that we accept the financial report with contact person being changed from Robin Adkins to Bob Hammil. A roll call vote was taken. All in attendance were in favor of the Annual Financial Report being accepted with the one minor change of contact person.

2.

VII. New Business:

A. Statement of Economic Interest: Please submit to Lovell any changes of address, phone number, email address. Johnson requests he receives a hard copy of the Statement of Economic Interest as he has no computer.

B.

VIII. Closed Session: None

IX. Adjourn: Lund motioned that the meeting be adjourned. Koch seconded the motion. Regular session adjourned at 7:23 pm.

No meetings in February, March or April 2020 due to COVID restrictions



## **Edward Chipman Library Agenda**

**126 N. Locust St. Momence, IL.**

**May 26, 2020**

**I. Call to order:** Schurman called the meeting to order at 7:06 p.m. Roll call was taken with board members: Johnson, Judd, Koch, Lovell, Lund, Schroeder, and Schurman in attendance.

**II. Public Comments:** None

**III. Secretary's report:** The Secretary's report was reviewed. A motion was made by Judd, and seconded by Koch to accept the Secretary's report.

**IV. Treasurer's Report:** The financial reports for January - April were reviewed. In January, money from the Special Reserved Fund account was transferred for a partial payment of the basement project. In April the basement project was paid off from the special reserve account. Schroeder motioned to approve the treasurer's report and Judd seconded.

### **V. Librarian's Report:**

1. The basement flooded during the heavy rains. Steteson began pumping the water out. Servepro came and was able to get all the water pumped out. Many fans and dehumidifiers were used. Carpets were cleaned with an antimicrobial cleaner. Adkins consulted Miller and there was no damage in the basement. They will continue to run dehumidifiers to keep sucking out any moisture. Cousins Plumbing will come and check to make sure that the valve is still working.
2. Another crack has been found in the wall in the closet. Adkins is getting an estimate to fix this.
3. Summer Reading: Kits will be distributed. Families will email or call to sign up. Each week participants will drop off a bookmark showing their reading for the week. Each bookmark will go into a drawing for a prize. Steve Belliveau of Excited About Science is scheduled for July. Sign-up for summer reading will start when shelter in place is lifted - Hopefully June 1. Kits will be available hopefully by the end of June.
4. Director inquired if we should put Comed and Nicor on automatic payment. Lovell motioned we have both on automatic payment. Schroeder seconded the motion.
5. Financial Concerns because of Covid-19 were discussed. The following was mentioned as possible cutbacks:
  - a. Lower book budget

- b. Scale back on items
- c. Summer Reading less costly
- 6. Ukulele club was going great prior to Covid-19.
- 7. Bird identifier will be rescheduled.
- 8. Homework lab was a success.

## **VI. Old Business**

### **1. Re-discuss and Vote on price for copies:**

- a. The new copier has proven to be cheaper. Director would like to pass the savings on to patrons.
- b. It was suggested to change policy to \$0.10 for black and white copies and \$0.20 for color copies. A vote was taken and all board members were in favor of the policy change.

### **2. Annual Financial Review (AFR):**

The Annual Financial Review was completed and submitted.

### **3. Basement remodeling:**

The basement remodeling is finished.

## **VII. New Business**

### **1. Discuss and possible vote on Covid-19 reopening plan:**

- a. When the stay at home order is lifted, the library will start curbside; Beginning data is saying quarantine books for 7 days. People will be allowed to start using computers by appointment.
- b. Copy and fax services will be available at the door

### **2. Trustee required training:**

- a. The trustee training this year will be on Illinois Workplace transparency.
- b. More information to follow at a later date.

### **3. Director's Performance Evaluation:**

- a. Judd and Schurman will evaluate Director Adkins.
- b. At the June meeting the Board will discuss the performance evaluation.

## **VIII. Closed Session: None**

**IX. Adjourn:** At 7:58 Lovell motioned that the monthly board meeting be adjourned. Koch seconded the motion.

## Edward Chipman Library Agenda

126 N. Locust St. Momence, IL.

June 23, 2020

**I. Call to order:** Schurman called the meeting to order at 7:01 p.m. Roll call was taken with board members: Johnson, Judd, Koch, Lovell, Lund, Schroeder, and Schurman in attendance, as well as Director Adkins.

**II. Public Comments:** None

**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 May was reviewed. Lovell motioned to approve the treasurer's report and Johnson seconded.

### **V. Librarian's Report:**

1. Lego night will take place on the lawn. This will be the first in-person event.
2. The grant was approved. It may be delayed due to Covid-19. The state of Illinois allowed an extension for the use of last year's grant money.
3. Summer reading kits will be made this week. They will be distributed the last week in June. A video will be available to show how to do each craft. It will continue until August 10th. Tablets will be awarded for the raffle ticket winners. Small prizes will be awarded throughout with the raffle tickets as well.
4. Curbside is going well. Once the library reopens, curbside will continue as well.
5. Mobile Beacon Renewal is up for renewal.
6. Proquest/heritage quest is up for renewal. This will not be renewed this year as a way to cut costs. It hasn't been a well used site and is quite expensive.
7. Reading room camera will be installed as well as a few other cameras. This will be an upgraded system. The old cameras will continue to be replaced as they stop working. A sensor will also be put next to sump pump. If water goes above the sump pump, the alarm will be triggered and Stetson will be called.
8. Graffiti was on the back of the library. Police were notified. Stetson has been able to remove most of it. Police indicated this was an occurrence all over town.

9. The Governor has declared Election Day as a holiday. RAILS is looking into whether that includes library.

#### **VI. Old Business**

1. **Reopening:** July 1st the library will reopen to the public; Starting July 1st, books only need to be quarantined for 3 days. Masks must be worn. Everyone who enters will be added to a list. If contract tracing should be needed, staff will know who needs to be contacted. A cart will be out for any book they touch. The librarians will train on this. No more than 12 people can be in the building at a time. Events will be held outside.
2. Starting July 1 all part-time employees will begin receiving 3 sick days per year. A sick leave policy will be finalized and voted on at the July meeting.
3. Basement Remodeling: No update at this time regarding the valve and secondary valve. Cameras will be put in the basement for security. No lasting effect of the flood.
4. Summer Reading: See #3 of the Librarian's Report.
5. Director Salary: Schurman made a motion to approve the salary increase discussed in closed session. Judd seconded. Role call was taken with all members present voting yes.

#### **VII. New Business**

1. It was discussed whether the library should be closed for MLK, Jr. Holiday. It was discussed that by being open, the library could provide a service for the students since school is closed. Also, possibly the library could have an activity focused on Martin Luther King, Jr.
2. Lund will check with Denton on the prevailing wage as we haven't received anything.
3. At 7:49 Lund motioned that we go into closed session to discuss director contract and salary. Lovell seconded.
4. 7:49 Judd motioned to close regular session; Koch seconded. The regular session was adjourned temporarily for Closed Session.

#### **VIII. Closed Session:**

1. Closed session began at 7:51pm and was concluded at 8:00pm.
2. At 8:00 Koch motioned that we reopen the regular session. Lovell seconded the motion. The regular session was reopened.
3. At the time of the reopening, a vote was taken to approved the salary discussed in closed session (See old business #5).

**IX. Adjourn:** At 8:12 Koch motioned that the monthly board meeting be adjourned. Johnson seconded the motion. The monthly meeting was adjourned.

Submitted by:  
Jodi Lovell  
Secretary of the Board



**Edward Chipman Library Agenda**

**126 N. Locust St. Momence, IL.**

**July 28, 2020**

**I. Call to order:** Schurman called the meeting to order at 7:03 p.m. Roll call was taken with board members: Johnson, Judd, Koch, Lovell, Lund, and Schurman in attendance

**II. Public Comments:** None

**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 June was reviewed. The first tax payment should be coming in August. Judd motioned to approve the treasurer's report and Johnson seconded.

**V. Librarian's Report:**

End of the Month Report was presented by Lovell in Adkins absence.

**VI. Old Business**

1. Adkins signed contract and returned it to Lund.
2. Prevailing Wage no longer has to be voted on.

**VII. New Business**

1. Lund will work on appropriation. We will discuss in August.
2. Discussed the proposed sick leave policy. The sick leave policy will be voted on in August.

**3. VIII. Closed Session:**

None

**IX. Adjourn:** At 7:28 Koch motioned that the monthly board meeting be adjourned. Johnson seconded the motion. The monthly meeting was adjourned.

Submitted by:

Jodi Lovell

Secretary of the Board



**Edward Chipman Library Agenda**  
**126 N. Locust St. Momence, IL.**

**August 25, 2020**

**I. Call to order:** Schurman called the meeting to order at 7:00 p.m. Roll call was taken with board members: Johnson, Judd, Koch, Lovell, Lund, and Schurman in attendance as well director Adkins. Karen McMillan came as a guest.

**II. Public Comments:** None

**III. Secretary's report:** The Secretary's report was reviewed. A motion was made by Schurman, and seconded by Koch to accept the Secretary's report.

**IV. Treasurer's Report:** The financial report for July was reviewed. Judd motioned to approve the treasurer's report and Johnson seconded.

**V. Librarian's Report:**

1. Reviewed End of the Year Monthly Report.
2. Science Data on Covid now calls for 4 days quarantine of materials upon return.
3. IPLAR is finished.
4. Reopening plan now has a closing plan in case of a forced closure. The library will return to curbside if this should happen.

**VI. Old Business**

1. Sick leave policy: Lovell motioned we accept the sick leave policy as written. Koch seconded the motion. Roll Call was taken and all members present voted "yes" to accept the Sick Leave Policy as written.

**VII. New Business**

1. Appropriation: The proposed Appropriation was reviewed and discussed. A vote will be taken at the September meeting. The meeting will start at 6:45 pm
2. Secretary's audit completed
3. Annual Financial Report will be completed by the accountant again this year.

**4. VIII. Closed Session:**

None

**IX. Adjourn:** At 7:32 Lund motioned that the monthly board meeting be adjourned. Johnson seconded the motion. The monthly meeting was adjourned.

Submitted by:  
Jodi Lovell  
Secretary of the Board

# **Edward Chipman Public Library Board Meeting Sept 22, 2020**

## **Appropriation Meeting:**

- I. Call to order at 6:52.. Roll call was taken with board members: Johnson, Koch, Lovell, and Schurman in attendance as well as Adkins, Librarian, McMillan, and Denton, lawyer. Lund was present by telephone.
- II. Schurman motioned for McMillan to be voted in as a new trustee to replace Schroeder. Koch seconded this motion. A roll call was taken and all members present were in favor. McMillan took the oath of office and was appointed as a Board Trustee.
- III. No public comments on Appropriation.
- IV. Koch motioned that we accept appropriation as written. Johnson seconded the motion. Roll call was taken with all members present in agreement to accept the Appropriation as written.
- V. Lovell motioned that we close the special Appropriation meeting. Schurman seconded the motion. The Appropriation meeting ended at 7:11 p.m.

## **Regular Board Meeting**

- I. Call to order: Schurman called the regular session meeting to order at 7:12 p.m. Roll call was taken with board members: Johnson, Koch, Lovell, McMillan and Schurman, as well as director Adkins and Lawyer Denton in attendance.
- II. Public Comments: None
- III. Secretary's Report: The Secretary's report was reviewed. A motion was made by Shrumman, and seconded by Koch to accept the Secretary's report as written.
- IV. Treasurer's Report: The financial report for August was reviewed. Tax payments were discussed. The library is on autopay with Comed and Nicor now. Schurman motioned that we accept the financial

report for August as written and Johnson seconded it. The financial report was accepted.

V. Librarian's Report:

- a. Grant check has been received.
- b. The inventory of the entire library has been completed.
- c. End panel shelving has been hung now.
- d. A representative from the State of Illinois will be coming out to create a Record Retention Policy. It will take about 120 days to receive the policy.
- e. Craft night went very well.
- f. Lego night is going well. In October participants will be taking home a Lego kit.
- g. Story time also will be moving inside. This will require a sign-up. If too many, a second session will be added.
- h. Summer reading was quite successful despite Covid-19.

Old Business

- A. None

VI. New Business: None

VII. Closed Session: None

VIII. Adjourn: Koch motioned that the meeting be adjourned. Johnson seconded the motion. Regular session adjourned at 7:31 pm.

# Edward Chipman Public Library Board Meeting

## October 27, 2020

- I. Call to order: Schurman called the regular session meeting to order at 7:03 p.m. Roll call was taken with board members: Judd, Lovell, Lund, McMillan and Schurman, as well as director Adkins in attendance. Also, visitor Scott Kistler was in attendance.
- II. Public Comments: None
- III. Secretary's Report: The Secretary's report was reviewed. A motion was made by Shurman, and seconded by Judd to accept the Secretary's report as written.
- IV. Treasurer's Report: The financial report for September was reviewed. Another tax payment has been received. There may be one more coming. Judd motioned that we accept the financial report for September as written and Lovell seconded it. The financial report was accepted.
- V. Librarian's Report:
  - a. Plushy sleepover was a big success.
  - b. Teen advisory board doing well. Keri Perkins is in charge of this. They set up the Story Walk. 35 people attended the Escape Room.
  - c. Large uptake in student library cards.
  - d. Craft club had a pumpkin painting activity.
  - e. Added an extra story time slot as it has to be inside now.
  - f. Realm test for how long Covid lasts on materials shows that now books are to be quarantined for 3 days. This is down from 7 days. This will be added to the Covid policy.

### Old Business

- A. Upcoming elections dates and paperwork were reviewed and questions answered.

- VI. New Business: Lund discussed the Levy. The Levy will be voted on in November.
- VII. Closed Session: None
- VIII. Adjourn: Lund motioned that the meeting be adjourned. McMillan seconded the motion. Regular session adjourned at 7:36 pm.

# Edward Chipman Public Library Board Meeting

## November 24, 2020

- I. Call to order: Schurman called the regular session meeting to order at 7:04 p.m. Roll call was taken with board members: Johnson, Judd, Lovell, Lund, McMillan and Schurman, as well as director Adkins and Lawyer Denton in attendance.
- II. Public Comments: None
- III. Secretary's Report: The Secretary's report was reviewed. A motion was made by Lund, and seconded by Judd, to accept the Secretary's report as written.
- IV. Treasurer's Report: The financial report for October was reviewed. Another small tax payment was received. Accountant is working on the Annual Financial Report. Schurman motioned that we accept the financial report for September as written and Judd seconded it. The financial report was accepted.
- V. Librarian's Report:
  - a. Library is back to Curbside pick-up. This started November 21. Computers and fax are still available by appointment. These changes follow the library's Covid policy.
  - b. Story time was doing great with 2 full sessions.
  - c. There is such great participation with Lego Night that all Lego bins are out with families. Lego Night currently is functioning as a "take home" Lego Night.
  - d. This year the library offered a limited Halloween activity. The TAB group presented an Escape Room in which all the time slots were filled.
  - e. Ukulele play along is cancelled due to COVID-19 until further notice.
  - f. Trustees need to review the Serving our Public Document. This needs to be done by the end of February. This is an updated version.

- g. There is grant money left over that must be spent by December. Smart T.V. and Coding robots will be purchased from this money. There is a lot of community interest in robotics. The juvenile nonfiction section needs to be updated. So the rest will be for that.

#### Old Business

- A. Levy: 4.9% change from prior year. Because it is less than 5%, a Truth of Taxation hearing isn't needed. Schurman motioned we accept the Levy as written. Judd seconded this. A roll call vote was taken and unanimously approved.
- B. Koch's resignation was accepted.
- C. The Board discussed the need for a new Trustee to replace Koch.
- D. Covid update: See Librarian's report.
- E. Election update for those running for re-election: The paperwork needed and deadlines were discussed for those running for Trustee positions in the April 6, 2021 Consolidated Election.

#### VI. New Business:

- a. State labor law says minimum wage will be \$11 by January. This was factored into the Appropriation.

- B. Schurman motioned to approve the discussed increase for the library employees. McMillan seconded this motion. A roll call vote was taken to raise the salary of the employees as discussed. The employee pay increase was voted in unanimously.

- c. Adkins left and Trustees discussed Christmas gifts for library staff and Volunteers. It was decided to give cash gifts to show our appreciation.

#### VII. Closed Session: None

#### VIII. Adjourn: Lovell motioned that the meeting be adjourned. Schurman seconded the motion. Regular session adjourned at 7:59 pm.

No meetings are ever held in December due to the holiday