

# Edward Chipman Public Library Board Meeting

## January 26, 2021

- I. Call to order: Schurman called the regular session meeting to order at 7:17 p.m. Roll call was taken with board members: Johnson, Lovell, Lund, McMillan and Schurman, as well as director Adkins 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 Johnson, to accept the Secretary's report as written.
- IV. Treasurer's Report: The financial report for November and December were reviewed. Another small tax payment was received. A COVID Relief Grant was received from the State of Illinois. This was to cover protective equipment purchased. Schurman motioned that we accept the financial reports for November and December as written and McMillan seconded it. The financial reports were accepted.
- V. Librarian's Report:
  - a. Thursday, January 21, the library reopened for patrons. Library has been on Curbside Service since November 21.
  - b. The library can have events up to 25 people now.
  - c. All events have started back up for in-person except for Lego Night which will remain "take-home" lego night. This is because Lego Night has a larger attendance than 25.
  - d. A FOIA request was received. This request was for Trustee contact information.
  - e. 6 paper issues of the Progress Reporter from the 1800s were found. These issues were in perfect condition. Grant money was used to preserve them.
  - f. The rest of the previous grant money had to be spent by Dec. 31. A new front desk computer, 6 mini robots for a class, and a new T.V. for the renovated basement were purchased.

- g. Record Retention Policy has been developed over the phone due to COVID. All the library records were gone through. A representative from the State of Illinois who consulted with Adkins wrote the policy. The state has to approve the policy at their February or March board meeting. Trustees will vote on this policy after this.
- h. A pet Jumping spider now lives at the library.
- i. Adkins is currently working on the Per capita Grant for 2021. Trustees need to read "Serving the Public" and look over what policies we need to create to fulfill these requirements.

#### Old Business

- A. Certificate of Ballot has been filed for the April 6, 2021 Consolidated Election.
- B. Record Retention Policy Update: See Librarian Report
- C. Archiving update: See Librarian Report

#### VI. New Business:

- a. FOIA Request: See Librarian Report
- B. New Technology: See Librarian Report
- C. The Annual Financial Report was reviewed and discussed.

Schurman motioned we accept the Annual Financial Report and Lovell seconded it. A roll call was taken and the Annual Financial Report was unanimously accepted.

D. Statement of Economic Interest: A Form was passed around to update the Trustee's information to be submitted to the County Clerk's office. In March, the County Clerk will send out the Statement of Economic Interest form for Trustees to complete.

#### VII. Closed Session: None

VIII. Adjourn: Schurman motioned that the meeting be adjourned. McMillan seconded the motion. Regular session adjourned at 7:47 pm.

# Edward Chipman Public Library Board Meeting

## February 23, 2021

- I. Call to order: Schurman called the regular session meeting to order at 7:05 p.m. Roll call was taken with board members: Johnson, Judd, Lovell, Lund, McMillan and Schurman, as well as Scott Kistler and director Adkins 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 Lund, to accept the Secretary's report as written.
- IV. Treasurer's Report: The financial report for January was reviewed. Bills were reviewed. Schurman motioned that we accept the financial report for January as written and Judd seconded it. The financial report was accepted.
- V. Librarian's Report:
  - a. RAILS study now says 24 hours is needed to quarantine books.
  - b. There was a fraudulent unemployment claim. This was straightened out.
  - c. Annual Library Certification with RAILS is complete.
  - d. Interlibrary Loan Statistical Survey has been completed.
  - e. Circulation is great.
  - f. 30 people took part in Lego Night.
  - g. 10-20 people are at each story time.
  - h. 20 people attended Craft Night.
  - i. Maintenance: Aging furnace and windows need replaced.
  - j. There is Interest in getting the front doors refinished.
- VI. Old Business
  - a. None
- VII. New Business:
  - a. Changes in hours of operation: 9-6:00 (M,T,W,F); 1-8:00 (Th); 9:00-2:00 (Sat.) This will start March 1. Lovell motioned that we accept the new hours. Schurman seconded the motion. All members present approved the new hours of operation.

- b. Policies: Several new policies were reviewed. Lund motioned that we accept the new policies as written. Johnson seconded the motion. All members present were in favor of accepting the new policies.

VIII. Closed Session: None

IX. Adjourn: Lund motioned that the meeting be adjourned. Schurman seconded the motion. The meeting ended at 7:45 pm.

# Edward Chipman Public Library Board Meeting

## March 23, 2021

- I. Call to order: Schurman called the regular session meeting to order at 7:03 p.m. Roll call was taken with board members: Johnson, Judd, Lovell, Lund, McMillan and Schurman, as well as director Adkins 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 McMillan, to accept the Secretary's report as written.
- IV. Treasurer's Report: The financial report for February was reviewed. Bills were reviewed. Schurman motioned that we accept the financial report for February as written and Judd seconded it. The financial report was accepted.
- V. Librarian's Report:
  - a. Annual Financial Report: It was a struggle getting this completed. Accountant asked for extension. Then in February it wasn't filed completely. State comptroller contacted Adkins that a notarized vote wasn't sent. Adkins and Lovell got this notarized and the accountant got it filed.
  - b. Heritage Day - June 19 Silhouette artist is coming again and will have a tent on the lawn. Also there will be games for kids.
  - c. Summer reading: Everything will be outside on the lawn on Friday mornings. There will be two age groups. If it is raining, they will pick up a make and take kit. Saturday morning check-ins will also be available.
  - d. Shred Day - May 8th 10-12:00
  - e. Sue K. will do the flower boxes again for the Spring.
  - f. Front door - Lead based paint so will need a special process to get them refinished. May have to paint instead.
  - g. Consider getting windows replaced as well as heating and air.
  - h. Circulation is up.
- VI. Old Business

- a. Statement of Economic Interest - All have filed. Johnson filed for another committee. He will file again as library trustee to make sure.
- b. April 6, 2021- Lovell confirmed that all 4 trustees running were on the ballot.

VII. New Business: None

VIII. Closed Session: None

IX. Adjourn: Lund motioned that the meeting be adjourned. McMillan seconded the motion. The meeting ended at 7:22 pm.

# Edward Chipman Public Library Board Meeting

## April 27, 2021

- 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, Lovell, Kistler, Lund, McMillan and Schurman, as well as Hernan Maldonado and director Adkins 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 Lund, to accept the Secretary's report as written.
- IV. Treasurer's Report: The financial report for March was reviewed. Lovell motioned that we accept the financial report for March as written and Johnson seconded it. The financial report was accepted.
- V. Librarian's Report:
  - a. Story time is going great. All events will be held outside when possible.
  - b. Rails - No longer have to quarantine books. Not an effective form of transmission.
  - c. Summer reading planning is in full force. Sign ups May 17; First day of summer reading is June 18th. There will be 3 groups this year plus an adult group. A teen group will be added in this year. Teen group doesn't have to sign up. It is on a drop-in basis. Weather permitting summer reading will be outside; Otherwise there will be a take and make kit.
  - d. Working on estimates for window replacement.
  - e. Shredder coming May 8 from 10-12:00.
- VI. Old Business
  - a. Statement of Economic Interest - All have been submitted. Johnson turned in a paper copy this week.
  - b. April 6, 2021 election - Oath of Office was taken by Kistler, Lovell, McMillan, and Schurman.
  - c. Heating and Cooling - 2 estimates presented. Estimates will continue to be taken. Put on agenda for possible vote in May.
- VII. New Business:

- a. Review damaged book policy- Reviewed regular policy and Adkins felt current policy was sufficient.

VIII. Closed Session: None

IX. Adjourn: McMillan motioned that the meeting be adjourned. Schurman seconded the motion. The meeting ended at 7:44 pm.

# Edward Chipman Public Library Board Meeting

## May 25, 2021

- I. Call to order: Schurman called the regular session meeting to order at 7:08 p.m. Roll call was taken with board members: Johnson, Kistler, Lovell, Lund, McMillan and Schurman, as well as director Adkins 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 Schurman, to accept the Secretary's report as written.
- IV. Treasurer's Report: The financial report for April was reviewed. Charges for IL Library Association were discussed. Possibly RAILS was being included in that total. Lund will contact the accountant for clarification. RAILS and IL Library Association should be separate. Lovell motioned that we accept the financial report for April as written and McMillan seconded it. The financial report was accepted.
- V. Librarian's Report:
  - a. Story time is still going great. It will continue to be outside. There were 68 attendees for this month.
  - b. Teens are still coming in for movie night, book club, etc. as well as the Teen Advisory Board.
  - c. Lego Night on the lawn has started back up.
  - d. There are 6 weeks planned for summer reading. Mister Magic will be performing, as well as CrossTown Exotics. The plan is to do everything outside, but according to the CDC, Summer Reading can now meet inside if needed.
  - e. New Covid-19 policy was reviewed.
  - f. Shredder day went well.
  - g. Pouring in the Morning paint class was held with 8 in attendance.
- VI. Old Business

- a. Heating and Cooling - Another estimate was received; This estimate includes zoning for different parts. Due to the need for AC during summer months, this project will not occur until around September. Voting will be postponed pending further information.

VII. New Business:

- a. Oath: Appointed Trustee not present.

Lund motioned we close open session to go into closed session and Schurman seconded the motion. At 7:43 pm the regular session was adjourned to go into closed session.

VIII. Closed Session:

At 7:43 pm the board went into closed session under the guidelines of OMA - 5 ILCS 120/2(c)(1) which states closed session can occur to discuss "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees. . ."

At 7:58 Schurman motioned that the closed session be adjourned. Johnson seconded the motion. The regular session resumed.

IX. Adjourn: Kistler motioned that the regular session meeting be adjourned. Lovell seconded the motion. The meeting officially ended at 7:59 pm.

# Edward Chipman Public Library Board Meeting

## June 22, 2021

- I. Call to order: Schurman called the regular session meeting to order at 7:03 p.m. Roll call was taken with board members: Johnson, Kistler, Lovell, Lund, Maldonado, McMillan, and Schurman, as well as director Adkins 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 Schurman, to accept the Secretary's report as written.
- IV. Treasurer's Report: The financial report for May was reviewed. There is no answer yet on the Illinois Library Association/Rails charge. Lovell motioned that we accept the financial report for May as written and Schurman seconded it. The financial report was accepted.
- V. Librarian's Report:
  - a. For the first day of summer reading there were 186 people, including adults.
  - b. Heritage Days had 172 people come through for Silhouettes and games on the lawn.
  - c. Special Reading time with a fire truck was well attended.
  - d. An estimate for replacing windows and painting doors was submitted. It will not change the look of the windows in the building. Instead of doing the whole project, consider doing 2 steps for financial reasons. Check on screens for windows as well. The door would just be upkeep.
  - e. No update on heating and cooling.

## VI. Old Business

- a. Oath of office: Hernon Maldonado took oath and now is an appointed board member.
- b. Closed session minutes approved. McMillan motioned the minutes be accepted as written and Kistler seconded it.

## VII. New Business:

- a. Maintenance update: See above librarian note.
- b. FOIA/OMA training: Government site is down at this time. Adkins will send out a link when it is up and running.
- c. Director Adkins signed new contract.

## VIII. Closed Session: None

IX. Adjourn: Schurman motioned that the regular session meeting be adjourned. Kistler seconded the motion. The meeting officially ended at 7:31 pm.

# Edward Chipman Public Library Board Meeting

## July 27, 2021

- I. Call to order: Schurman called the regular session meeting to order at 7:03 p.m. Roll call was taken with board members: Lovell, Lund, Maldonado, McMillan, and Schurman, as well as director Adkins 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 McMillan, to accept the Secretary's report as written.
- IV. Treasurer's Report: The financial report for June was reviewed. The first tax payment was received on July 8. "I Read" materials were purchased with grant money from the Illinois Library Association. This was the charge in question mentioned in previous minutes. Schurman motioned that we accept the financial report for June as written and Lovell seconded it. The financial report was accepted.
- V. Librarian's Report:
  - a. Summer Reading was well attended again this year. Both the Reptile Show and the Magic Show were a huge success. The Reptile Show had to be held inside due to weather.
  - b. Heritage Days went well.
  - c. Numbers for the year were still high despite COVID shut down and limitations.
  - d. Grant money letter has been received. It is higher than previous years. This money funds all the library events for the community.
- VI. Old Business
  - a. The bid for upstairs windows and the door were relooked at. Schurman motioned the bid be accepted as written and McMillan

seconded. A roll call vote was taken and all present members voted in favor.

- b. Heating and cooling: All estimates are similar in work done. Maldonado motioned that Cousin's bid be accepted. Mcmillian seconded motion. A roll call vote was taken. All members present voted in favor of accepting this bid.
- c. Director's contract already in place from the previous meeting.

VII. New Business:

- a. Lund and Adkins are working on Appropriation. This will be discussed at the August meeting.
- b. Discussed employee excellence and possible raises for their next evaluations.

VIII. Closed Session: None

IX. Adjourn: Schurman motioned that the regular session meeting be adjourned. Lovell seconded the motion. The meeting officially ended at 7:47 pm.

# Edward Chipman Public Library Board Meeting

## August 24, 2021

- I. Call to order: Schurman called the regular session meeting to order at 7:06 p.m. Roll call was taken with board members: Johnson, Kistler, Lovell, Lund, McMillan, and Schurman, as well as director Adkins 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 Schurman, to accept the Secretary's report as written.
- IV. Treasurer's Report: The financial report for July was reviewed. The grant was received for next year and has been deposited. Schurman motioned that we accept the financial report for July as written and Johnson seconded it. The financial report was accepted.
- V. Librarian's Report:
  - a. IPLAR is finished and ready to be submitted.
  - b. Grant money has been received. There was an increase from last year. This money is used for programming.
  - c. Contractors have been notified of the acceptance of their bids.
  - d. Summer reading was a huge success. The raffle totals were 2543 tickets!
  - e. Circulation is way up.
- VI. Old Business
  - a. Discuss appropriation: The building maintenance category was increased to cover the upstairs windows and door, as well as the furnace. This will come from the Special Reserve Fund. Next month we will meet at 6:45 pm to allow for public comment and vote. The notice of this meeting has been put in paper. A copy of the proposed

appropriation will be at the desk and on the entryway board for the public to see.

- b. Employee raises: Adkins presented a plan for raises starting in January. With the minimum wage increase in January and with raises due to exemplary employment the combined raises would total an annual increase of \$4976. Lovell motioned to accept the raises as presented by director Adkins. Schurman seconded the motion. A roll call vote was taken and all members present were in favor of the presented raises.

VII. New Business:

- a. Schurman will replace Koch as the 2nd signer on the bank account.

VIII. Closed Session: None

IX. Adjourn: Lund motioned that the regular session meeting be adjourned. Schurman seconded the motion. The meeting officially ended at 7:39 pm.

**Edward Chipman Library Agenda**  
**126 N. Locust St. Momence, IL.**  
**September 28, 2021**

- I. Open Meeting on Appropriation (6:45 pm)
  - A. Call to Order: Schurman called the regular session meeting to order at 6:49 p.m. Roll call was taken with board members: Johnson, Kistler, Lovell, Lund, and Schurman, as well as lawyer Denton and director Adkins in attendance.
  - B. Discussion on Appropriation: No public comments; Denton clarified what appropriation meant. He further discussed the Special Reserve Fund.
  - C. Vote: Schurman motioned to accept the appropriation as written and Kistler seconded; a roll call vote was taken; All present members voted in favor of accepting the appropriation as written.
  - D. Lund motioned to adjourn the appropriation meeting; Schurman seconded the motion. The Appropriation meeting was adjourned at 6:55 pm.
  
- I. Call to order (Regular Session Board Meeting): Schurman called the regular session meeting to order at 6:55 p.m. Roll call was taken with board members: Johnson, Kistler, Lovell, Lund, and Schurman, as well as lawyer Denton and director Adkins 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 Lund, to accept the Secretary's report as written.
  
- IV. Treasurer's Report: In August, another tax payment was received. The financial report for August was reviewed. The grant was received for next year and has been deposited. 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

1. Story time is going strong. It is still meeting outside.
2. There was a small Lego Night in August. It was back up in September.
3. Circulation is way up.
4. Windows have been ordered but may take 12 weeks for delivery.
5. Furnace work has started.
6. Starting to prepare for Bordertown haunting. There will be a haunted house, spooky stores, and a craft.
7. Medicare 101 came and discussed how medicare works and supplemental material. This is funded by medicare. This is very well attended. They will will have another session in October.
8. Adkins is looking into hiring sub employees to work as needed.

Schurman motioned to accept the Librarian's report; Kistler seconded the motion.

## VI. Old Business

1. None

## VII. New Business

1. Levy will be prepared and discussed in October. It will be voted on in November.
2. Kestler discussed the possibility of doing candidate forums at the library for Momence candidates. This could be the school board, mayoral, etc. Denton stated that the Momence Chamber of Commerce has done this in the past. The library could even offer to host the Chamber of Commerce event if needed. This has been done at City Hall before due to seating, microphones, etc.

## VIII. Closed Session

## IX. Adjourn

Schurman motioned that the regular scheduled meeting be adjourned; Lund seconded. The meeting adjourned at 7:15 pm.

**Edward Chipman Library Agenda**  
**126 N. Locust St. Momence, IL.**  
**October 26, 2021**

I. Call to order: Schurman called the regular session meeting to order at 7:03 p.m. Roll call was taken with board members: Johnson, Kistler, Lovell, Lund, Maldonado, McMillan, and Schurman, as well as director Adkins 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 Johnson, to accept the Secretary's report as written.

IV. Treasurer's Report: The financial report for September was reviewed. Another tax installment was received. Schurman was added to the bank account. Lovell motioned that we accept the financial report for September as written and Maldonado seconded it. The financial report was accepted.

V. Librarian's Report

1. The teen book club and movie night are being stopped for a while and the focus will switch to bigger events. This will be an effort to attract new members.
2. The craft club had lower attendance in September.
3. Story time is going strong and has moved back inside.
4. Lego night was also well attended.
5. The second Medicare meeting was well attended. In the Spring it will return for another session.
6. Bordertown hauntings will be from 12:00-4:00 pm. The teens will host a haunted house. There will also be a craft and a location for pictures. Pictures can be sent in for a costume contest.
7. The new furnaces are installed, as well as a new condenser. The roof unit can be used as backup if needed.
8. The door has been painted.
9. The windows are still on order.

Schurman motioned to accept the Librarian's report; McMillan seconded the motion.

#### VI. Old Business

1. None

#### VII. New Business

1. Levy was discussed. It will be voted on at the November meeting. No questions were asked.
2. There was a scheduling conflict with the possible new employee so Adkins is still looking. It was discussed hiring a high school student. The hours are infrequent and the person must be able to be on-call.

#### VIII. Closed Session: None

#### IX. Adjourn

Lund motioned that the regular scheduled meeting be adjourned; Johnson seconded. The meeting adjourned at 7:26 pm.

**Edward Chipman Library Agenda**  
**126 N. Locust St. Momence, IL.**  
**November 23, 2021**

I. Call to order: Schurman called the regular session meeting to order at 7:04 p.m. Roll call was taken with board members: Kistler, Lovell, Lund, Maldonado, 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 Schurman, to accept the Secretary's report as written.

IV. Treasurer's Report: The financial report for October was reviewed. Lund will watch to see if a transfer to checking is needed before the January meeting. Schurman motioned that we accept the financial report for October as written and Maldonado seconded it. The financial report was accepted.

V. Librarian's Report

1. Over 100 people attended the pumpkin painting event.
2. The Bordertown hauntings Library event was a huge success. Approximately 1200 people came through and over 500 children did the craft.
3. The furnaces are completely installed; still waiting on one condenser.
4. On December 9th, the Kankakee Board of Health is coming to do a Narcan training class. People attending will be trained on how to administer. This event is totally free and open to the public.
5. A CPR class was held at the library. The class was full with 9 people and 2 instructors.
6. On December 4 the library will take part in the Christmas Gathering. There will be a craft, game, and Mrs. Claus story time.
7. Lego Night is still successful.
8. Circulation is up.
9. In January, the teens will participate in a Zombie Survival Game.

Schurman motioned to accept the Librarian's report; Kistler seconded the motion.

#### VI. Old Business

1. Levy: Denton discussed the Levy amount. No Truth in Taxation hearing is needed. Lovell motioned to accept the Levy as written. McMillan seconded the motion. A roll call vote was taken with all members present voting to accept the Levy as written.

#### VII. New Business

1. Annual Financial Report: The report is finished. This takes the place of the full audit. Schurman motioned that we accept the Annual Financial Report as written. McMillan seconded the motion. A roll call vote was taken. All members present voted to accept the Annual Financial Report.

VIII. Closed Session: At 7:36 pm Lund motioned that we go into closed session to discuss Employee Compensation (Open Meeting Act 2.C.1). The closed meeting ended at 7:40 p.m.

#### IX. Adjourn

McMillan motioned that the regular scheduled meeting be adjourned; Lund seconded. The meeting adjourned at 7:41 pm.

No meetings are ever held in December due to the holiday