

Edward Chipman Library Agenda
126 N. Locust St. Momence, IL.
January 25, 2022

I. Call to order: In Schurman's absence, Kistler acted as president. Kistler called the regular session meeting to order at 7:04 p.m. Roll call was taken with board members: Johnson, Kistler, Lovell, Maldonado, and McMillan 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 McMillan, and seconded by Maldonado, to accept the Secretary's report as written.

IV. Treasurer's Report: The financial report for November and December were reviewed. Adkins will check into the amount on the report under "supplies." Lovell motioned that we accept the financial report for November and December as written and Johnson seconded it. The financial reports were accepted. All present board members were in favor of approving the reports and the reports were accepted.

V. Librarian's Report

1. The Open Meetings Act Training is up and running again. All trustees are in need of renewing this training. After completion, turn the certificate into the library.
2. The Annual Financial Report was successfully submitted on November 30, 2021.
3. The library participation in the Christmas Gathering was a huge success. Over 400 horns were given out. Mrs. Claus, performed by Karen McMillan, read stories.
4. Mrs. Claus, performed by Marilyn Ostrow, read Christmas letters on video and had over 404 views.
5. The Zombie event was a huge success. This was an escape room survival game. 16 teens attended. This event will be offered again next month due to the teens requesting it.
6. Covid numbers are causing some libraries to close or to have limited services. At this time, the library is planning on staying open with full services.

7. The Agreement with the Momence School District for the use of Axis 360 will expire in June. Adkins will be working on renewing this agreement.
8. Summer reading planning has already begun.

Johnson motioned to accept the Librarian's report; Kistler seconded the motion. All present board meetings were in favor of accepting the librarian's report.

VI. Old Business

1. None

VII. New Business

1. Board members updated their information to be submitted to the County Clerk's office for the Statement of Economic Interest.
2. McMillan motioned that Koch be removed from any remaining Edward Chipman Public Library Midland Bank accounts and that Schurman be added to any Edward Chipman Public Library Midland Bank accounts as needed. Maldonado seconded the motion. All present Board Trustees were in favor of this change. The motion passed.
3. Lovell motioned that Koch be removed from any remaining Edward Chipman Public Library Municipal Bank accounts and that Schurman be added to any Edward Chipman Public Library Municipal Bank accounts as needed. McMillan seconded the motion. All present Board Trustees were in favor of this change. The motion passed.

VIII. Closed Session: None

IX. Adjourn

Maldonado motioned that the regular scheduled meeting be adjourned; Johnson seconded. The meeting adjourned at 7:27 pm.

Edward Chipman Library Agenda
126 N. Locust St. Momence, IL.
February 22, 2022

I. Call to order: Schurman called the regular session meeting to order at 7:05p.m. Roll call was taken with board members: Kistler, Lovell, Lund, Maldonado, 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 Maldonado and seconded by Schurman to accept the Secretary's report as written.

IV. Treasurer's Report: The financial report for January was reviewed. Last month's statement was corrected with materials now put in the correct category. Schurman motioned that we accept the financial report for January as written and Lovell seconded it. The financial report for January was accepted.

V. Librarian's Report

1. Two teenagers are helping out at the library. One is getting volunteer hours for the Career Center and the other will be going on payroll.
2. The census shows that the library district is down approximately 687 people. This could result in approximately \$1000 less in grant money.
3. All trustees need to send OMA training certificate to Adkins.
4. Credit card was hacked but the situation has been taken care of.
5. There was a FOIA request for contract work. Adkins worked with Denton for a response. We don't currently have any future work that meets the requirements of the FOIA.
6. The School District and the Library plan on renewing the agreement for students to use the Axis 360 program.
7. Story time was canceled twice in January for snow and worker sickness.
8. The teens' Zombie night was a huge success.
9. There are several upcoming events at the library such as a nutrition class, Oreo Cookie day, and local author's night.

10. Masks will still be available and the library will continue with a soft approach allowing patrons to make the choice.

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

VI. Old Business

1. Names were submitted to the County Clerk's office for the Statement of Economic Interest. The County Clerk's office will send out emails in March.
2. OMA training update: See Librarian's Report

VII. New Business

1. None

VIII. Closed Session: None

IX. Adjourn

Lund motioned that the regular scheduled meeting be adjourned and Maldonado seconded. The meeting adjourned at 7:28 pm.

Edward Chipman Library Agenda
126 N. Locust St. Momence, IL.
March 23, 2022

I. Call to order: In the absence of Schurman, Kistler called the regular session meeting to order at 7:07p.m. Roll call was taken with board members: Johnson, Kistler, Lovell, Lund, McMillan 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 Kistler to accept the Secretary's report as written. Motion carried.

IV. Treasurer's Report: The financial report for February was reviewed. Johnson motioned that we accept the financial report for February as written and Kistler seconded it. The amount of automatic payroll was adjusted to cover automatic payments. The financial report for February was accepted.

V. Librarian's Report

1. Trustees were reminded to make sure they are using library email for library business.
2. Zombie night was a big success again. This event will occur again on April 9th.
3. Library numbers are back up post covid.
4. Kevin McNulty participated in an author's night. Great presentation occurred and a book was donated to the library.
5. Nutrition night is coming up March 23. They will cook a meal and talk about healthy eating. The dieticians from Riverside will host this event.
6. Midland State Bank discussing hosting classes at the library. One of the classes will be on debt management. This will be in May. These will be educational only and nothing sold and noone pressured.
7. Mario Kart tournament will be on Saturday.
8. Virginia Mitchell will teach a quilting class. This will be April 5.
9. Plushy sleepover will once again be in April.

10. Summer reading is being planned with a theme of Beach Party.
11. Shredding guy will be coming in May.

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

VI. Old Business

1. Statement of Economic Interest Email has been sent. Please complete. They start fining in May.
2. Schurman is now added to the Municipal account for signatures.

VII. New Business

1. Next month Board will review Closed session minutes as mentioned in OMA.

VIII. Closed Session: None

IX. Adjourn

Lund motioned that the regular scheduled meeting be adjourned and McMillan seconded. The meeting adjourned at 7:29 pm.

EDWARD CHIPMAN LIBRARY AGENDA
126 N. LOCUST ST. MOMENCE, IL
APRIL 26, 2022

I. Call to order: Schurman called the regular session meeting to order at 7:08 p.m. Roll call was taken with Lund, Johnson, Maldonado, Kistler, McMillan, and Schurman in attendance as well as director Adkins. Lovell was absent.

II. Public Comments: None

III. Secretary's Report: The Secretary's report was reviewed. A motion was made by McMillan and seconded by Kistler to accept the Secretary's report as written.

IV. Treasurer's Report: Lund noted that the Tax Computation Report had been received and returned to the County Clerk. The financial report for March was reviewed. Schurman motioned that we accept the financial report for March as written and Maldonado seconded it.

V. Librarian's Report:

1. Oreo tasting was attended by 47 people.
2. Mario Kart tournament was attended by 30 kids and parents.
3. The dietitian from Riverside held a program on Nutrition for 16 people.
4. The Teen Advisory Board held a meeting. They will be planning, promoting and running the next Zombie night. 45 teens attended the last one.
5. Circulation is up especially the e-books and audios through the schools. Adkins attended the School Board meeting to get approval to continue through the next year. She told them that 1,817 e-books and audios had been checked out this last year.
6. We received a FOIA on books challenged by the public. It was answered.
7. Adkins would like a Square Reader for debit and credit cards. It would cost \$300 and 1.8% of the charge would go to the company.
8. Gene Miller indicated he would start on the windows next month.
9. Summer Reading is all planned. The theme is Beach Party. Sign up will start the end of May. Two events will be the Reptile Show and Birds of Prey.
10. New employee, Caleb, is working out well. He will fill in as a substitute.
11. Adkins is checking on a new accountant as there have been some issues with the current accountant.
12. Trivia Night is May 19 as an adult event.
13. Adkins mentioned up-coming contract and salary.

VI. Old Business

1. All board members have completed the Statement of Economic Interest
2. A motion was made by Schurman and seconded by McMillan to continue the Intergovernmental Agreement with Momence School District. Roll call was taken and all voted yes.

VII. New Business

1. After discussion, a motion was made by Schurman and seconded by Maldonado to purchase a Square for Square for \$300 for debit and credit cards.
2. Kistler discussed a possible event partnered with KCC. The board was open to this.

VIII. Closed session

IX. Adjourn: Schurman motioned that the regular scheduled meeting be adjourned and Kistler seconded. The meeting adjourned at 7:35 P.M.

Edward Chipman Library Agenda
126 N. Locust St. Momence, IL.
May 24, 2022

I. Call to order: Schurman called the regular session meeting to order at 7:06 p.m. Roll call was taken with board members: Kistler, Lovell, Lund, McMillan, Maldonado, 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 Maldonado to accept the Secretary's report as written. Motion carried.

IV. Treasurer's Report: The financial report for April was reviewed. Lund will move money from savings to checking. Lovell motioned that we accept the financial report for April as written and Schurman seconded it. The financial report for April was accepted.

V. Librarian's Report

1. The Intergovernmental agreement between the school district and the library has been signed.
2. The plushie sleepover in April was a big success with 28 people attending and 18 stuffed animals staying overnight.
3. The quilting class was a great success with 21 people attending. The Needlework Group is meeting weekly again at the library.
4. Zombie Night went great with 28 teens attending. This has boosted the Teen Advisory group again. This group has restarted regular meetings and are planning more teen events.
5. Summer Reading is planned and sign ups will begin meeting next month.
6. Director met with Doug Graves from Graves Financial in Grant Park about a possible agreement for accounting services. They will have a proposal ready for our next board meeting.
7. The Kankakee County Planning department called to discuss a possible tax freeze for Van Drunen's Farms Tuthill Plant. Van Drunen's is currently trying to decide whether to rebuild or relocate after a fire last year. The relocation of the plant would be in Indiana.

The County Planning Department is requesting that tax bodies discuss this possibility as a way to keep more jobs and revenue in Momence. No official document or decision has occurred at this time.

VI. Old Business:

1. June 9th at 6:00 PM two KCC professors will hold a debate on the novel Frankenstein.
- 2.

VII. New Business

1. A discussion was held on the above mentioned tax freeze. All present board members stated that they would be in favor of the freeze with the board's current understanding of this freeze.
2. Discussion was held on whether to keep Closed session minutes closed. Lund made the motion to keep Closed session minutes closed. Schurman seconded the motion. All board members present voted in favor of the motion.
3. (After Closed Session - see below) Regular meeting resumed at 8:28 PM. A vote was taken regarding the discussed Director's contract from Closed session. McMillan motioned that Adkins receive a 2 year contract with pay increases as discussed. Maldonado seconded the motion. Role call was taken and all present board members voted in favor of the proposed increase over 2 years.

VIII. Closed Session:

1. Lund motioned that we go into Closed session to discuss Director's upcoming contract and salary. McMillan seconded the motion. Regular board meeting was temporarily ended and Closed session started at 7:33 PM.
2. Meeting was closed according to OMA 2.C.1

IX. Adjourn

Maldonado motioned that the regular scheduled meeting be adjourned and McMillan seconded. The meeting adjourned at 8:37 pm.

Edward Chipman Library Agenda
126 N. Locust St. Momence, IL.
June 28, 2022

I. Call to order: Schurman called the regular session meeting to order at 7:07 p.m. Roll call was taken with board members: Johnson, Lovell, Lund, Maldonado, 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 Lund and seconded by Maldonado to accept the Secretary's report as written. Motion carried. Closed session meeting minutes were reviewed. A motion was made by Schurman and seconded by Maldonado to accept the closed meeting minutes as written. Motion carried.

IV. Treasurer's Report: The financial report for May was reviewed. Tax payments should start arriving in July. Upstairs windows are installed and the downstairs windows will be rebid. The water bill has currently doubled. Maldonado motioned that we accept the financial report for May as written and Johnson seconded it. The financial report for May was accepted.

V. Librarian's Report

1. The Intergovernmental Agreement voted on at the last meeting was officially reinstated.
2. Two new policies were presented. One was a student card policy as required by the law. The second was a photographing policy. A vote will be taken at the next board meeting regarding these policies.
3. Shred day had 30 attendees. Because of increasing cost and low turn out this will probably be the last year for the shredding service.
4. Lego Night was canceled in May because of sickness.
5. Adult Trivia Night is going well.
6. The Birds of Prey show was amazing and very well attended with 128 in attendance.
7. Summer reading is going well with over 100 kids signed up for the younger group and approximately 50 kids in the older group.

8. Patrons are appreciating the Square allowing credit card payments to be received.

VI. Old Business

1. Vote on amended Director contract: Lovell motioned that we accepted the recommended changes to Director Adkins contract. Schurman seconded the motion. A roll call vote was taken and all present members approved the changes. Adkins accepted the new contract.

- 2.

VII. New Business

1. Vote on switching accountants: A proposal for the new accounting services was presented. Lovell motioned we change accountants for availability and financial reasons. Schurman seconded the motion. A roll call vote was taken. All present members voted in favor of changing accountants.

- 2.

VIII. Closed Session: None

IX. Adjourn: Lund motioned that the regular scheduled meeting be adjourned and Johnson seconded. The meeting adjourned at 7:49 pm.

Edward Chipman Library Agenda
126 N. Locust St. Momence, IL.
July 26, 2022

I. Call to order: In Schurman's absence, Kistler called the regular session meeting to order at 7:01 p.m. Roll call was taken with board members: Johnson, Kistler, Lovell, Lund, and Maldonado 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 Lund and seconded by Johnson to accept the Secretary's report as written. Motion carried.

IV. Treasurer's Report: The financial report for June was reviewed. Tax payments haven't arrived yet. Transition to the new accountant went well. Lovell motioned that we accept the financial report for June as written and Maldonado seconded it. The financial report for June was accepted.

V. Librarian's Report

1. The library received its Per Capita Grant award letter. There was a slight decrease because of the Census population decrease.
2. Circulation at the library has increased.
3. Summer Reading went fantastic. There were 1,710 kid raffle tickets submitted. Every ticket represented 15 minutes of reading.
4. 170 people attended the reptile show.
5. 15 people attended the KCC Frankenstein event.
6. The Silhouette Artist returned for Heritage Days.
7. Teen Group is up and running again. They have enjoyed the Zombie night and video game night.

Kistler motioned to accept the librarian's report and Johnson seconded. The motion passed.

VI. Old Business

Two new policies were presented at the previous board meeting: The Student Card Policy and Photographing on the Premises Policy. Lovell motioned to accept the new library policies. Lund seconded. All present board members were in favor of accepting the two new policies.

VII. New Business

No new business was presented.

VIII. Closed Session: None

IX. Adjourn: Johnson motioned that the regular scheduled meeting be adjourned and Maldonado seconded. The meeting adjourned at 7:13 pm.

Edward Chipman Library Agenda
126 N. Locust St. Momence, IL.
August 23, 2022

I. Call to order: Schurman called the regular session meeting to order at 7:00 p.m. Roll call was taken with board members: Johnson, Kistler, Lovell, Lund, Maldonado, McMillan, 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 Kistler and seconded by Maldonado to accept the Secretary's report as written. Motion carried.

IV. Treasurer's Report: The financial report for July was reviewed. One tax payment has been received. Schurman motioned that we accept the financial report for July as written and Johnson seconded it. The financial report for July was accepted.

V. Librarian's Report

1. The IPLAR state report has been completed.
2. Trivia night is going well.
3. The new bid for basement windows was received.

McMillan motioned to accept the librarian's report and Lund seconded. The motion passed.

VI. Old Business

The rebid for replacing the downstairs windows was reviewed. Kistler motioned that we accept the bid as written. Lund seconded the motion. A roll call vote was taken. All present members were in favor of the motion. Motion passed.

VII. New Business

1. Lund presented the appropriation. The main changes for this year was an increase in the salary category. The appropriation will be voted on at the September meeting.
2. The Secretary's audit was completed.

VIII. Closed Session: None

IX. Adjourn: Lund motioned that the regular scheduled meeting be adjourned and Maldonado seconded. The meeting adjourned at 7:20 pm.

Edward Chipman Library
126 N. Locust St. Momence, IL.
September 27, 2022

- I. Open Meeting on Appropriation
 - A. Call to Order: Schurman called the meeting to order at 6:50 p.m. Roll call was taken with board members: Johnson, Kistler, Lovell, Lund, Maldonado, McMillan and Schurman present as well as director Allen and lawyer Denton in attendance.
 - B. Discussion on Appropriation: The main increase was in salaries and utilities. Payroll taxes were up a bit. Other categories were decreased such as building maintenance.
 - C. Vote: Schurman motioned we accept the Appropriation as written and Lovell seconded the motion. All present members voted in favor of accepting the Appropriation as written.
 - D. Adjourn: Schurman motioned that we adjourn the Appropriation meeting at 7:03 p.m. McMillan seconded the motion. The meeting was adjourned.

Regular Session:

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

IV. Treasurer's Report: The financial report for August was reviewed. The Levy will be discussed in October and voted on in November. Money will be transferred from savings to checking. Grant money was received. Schurman motioned that we accept the financial report for August as written and Maldonado seconded it. The financial report was accepted.

V. Librarian's Report

1. A new vacuum was purchased for maintenance.
2. Mediacom will be the provider of the library's internet and phone service. ATT increased their rates to approximately \$120 more a month. Adkins tried to get a better price from ATT but ATT would not adjust the price. There is a 3 year contract with Mediacom.
3. Sing-a-long is going well.
4. 73 people attended the last Lego night.
5. 21 teenagers attended Zombie Night.

VI. Old Business

1. None

VII. New Business

1. Vote on Basement Sale of unused items: This will not be a sale but a request of donation in order to decrease the amount of surplus items being stored. This event will take place on Friday, September 30 and Saturday, October 1. Lovell motioned the library hold this 2 day event accepting donations for surplus materials. Kistler seconded the motion. All present board members voted in favor of this 2 day event.

VIII. Closed Session

1. None

IX. Adjourn: Schurman motioned that the regular scheduled meeting be adjourned; McMillan seconded the motion. The meeting adjourned at 7:22 p.m.

Edward Chipman Library
126 N. Locust St. Momence, IL.
October 25, 2022

I. Call to order: Schurman called the regular meeting to order at 7:06 p.m. Roll call was taken with board members: Kistler, Lovell, Maldonado, McMillan and Schurman present as well as director Allen. Also present were 3 students from Trinity Academy.

II. Public Comments: None

III. Secretary's report: The Secretary's report was reviewed. A motion was made by McMillan and seconded by Kistler to accept the Secretary's report as written.

IV. Treasurer's Report: The financial report for September was reviewed. The Levy was discussed and will be voted on in November. Schurman 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. 71 people attended the pumpkin painting activity.
 2. The teens will do a haunted house in the library for Bordertown Hauntings. There will also be a craft and a photo spot.
 3. 13 teens attended the teen dance party.
 4. 8 teens attended the teen movie.
 5. Director Allen is looking into an AT&T charge and will update next month.
 6. The downstairs window installation is complete.
- Schurman voted to accept the Librarian's report. McMillan seconded.

VI. Old Business

1. None

VII. New Business

1. The Levy was discussed. Questions were answered and the meaning of the Levy was clarified. This will be voted on at the November meeting.

2. McMillan asked about the possibility of creating toddler book bundles similar to the book bundles that were previously created. This could include a book with a toy. Allen stated storage would be the main issue to solve but was solvable.

3. Reducing the number of magazine subscriptions was discussed. Magazines are no longer a high check-out item. Some are required by the state.

VIII. Closed Session

1. None

IX. Adjourn: Schurman motioned that the regular scheduled meeting be adjourned; Lovell seconded the motion. The meeting adjourned at 7:37 pm.

EDWARD CHIPMAN LIBRARY
126 N. LOCUST ST. MOMENCE, IL
NOVEMBER 22, 2022

- I. Call to order: Schurman called the regular meeting to order at 7:05 p.m. Roll call was taken with board members: Kistler, Maldonado, Schurman, Lund, and Johnson (via phone) were present as well as Director Allen and Attorney Denton. Lovell and McMillan were absent. A motion was made by Lund for Maldonado to serve as secretary pro tem in Lovell's absence. Schurman seconded.
- II. Public Comments: None
- III. Secretary's Report: The Secretary's Report was reviewed. A motion was made by Schurman and seconded by Maldonado to accept the report as written.
- IV. Treasurer's Report: The financial report for October was reviewed. Lund reported that money had been moved from savings into the checking account. Also, we have received a total of \$119,747.07 of our tax money so far. The Annual Financial Report and Levy are both ready for vote. A motion was made by Schurman and seconded by Maldonado to accept the Treasurer's Report. The report was accepted.
- V. Librarian's Report:
 1. Bordertown Haunting's was a success.....1200 people passed through the library and 500 went through the haunted library.
 2. Dec. 3rd is the Christmas Celebration. The library will be making top hats, a raffle will be held, stories will be read by our own McMillan and there will be a photo spot set up.
 3. Funny Family Thanksgiving Photos are being sent in to display.
 4. Letters to Santa can be dropped off at the library.
 5. The alarm system has been upgraded.
 6. A bill from AT&T is being disputed after we switched to Mediacom.
 7. Wage increases were discussed.

VI. Old Business:

1. Trustees who are being re-elected were given an update.

VII. New Business:

1. A motion was made by Schurman and seconded by Maldonado to pass the Tax Levy #58. Motion passed.
2. A motion was made by Johnson and seconded by Kistler to pass the Annual Financial Report. Motion passed.
3. After some discussion, a motion was made by Schurman and seconded by Kistler that wage increases were approved. Motion passed.

VIII. Closed Session: None

IX. A motion to adjourn was made by Schurman and seconded by Kistler. Meeting was adjourned at 8:05 p.m.

No meetings are ever held in December due to the holiday