

**Edward Chipman Public Library Minutes**  
**126 N. Locust St. Momence, IL.**  
**January 24, 2023**

I. Call to order: Schurman called the regular meeting to order at 7:05 p.m. Roll call was taken with board members: Johnson, Kistler, Lovell, Lund, Maldonado, McMillan, and Schurman present as well as Director Allen.

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 report as written.

IV. Treasurer's Report: The financial reports for November and December were reviewed. Allen will check and make sure that the accountant report and the bank statements align. Allen will check on a stamped copy of the Levy and will make sure Lund has a copy. Schurman motioned to accept the report. Maldonado seconded. The Treasurer's Reports for November and December were accepted.

V. Librarian's Report

1. Trivia night for adults going well. 23 people attended in November.
2. Teen trivia night also went well. 26 people attended teen meetings in November and 23 in December.
3. Over 60 people attended sing a long/story time in both November and December.
4. Every Tuesday ladies attend the needlework group. A quilting class also has been planned.
5. The Christmas gathering had approximately 1000 visitors.
6. The Annual Financial Report was submitted and accepted.

VI. Old Business

1. Election update: Certification of Ballot has been filed.

VII. New Business

1. Annual Statement of Economic Interest: Information for Trustee members was confirmed to submit to the County Clerk. In March, the County Clerk's office will email out the information for the Statement of Economic Interest.
- 2.

VIII. Closed Session: None

IX. Adjourn: A motion to adjourn was made by Lund and seconded by Maldonado. Meeting was adjourned at 7:25 p.m.

**Edward Chipman Public Library Minutes**  
**126 N. Locust St. Momence, IL.**  
**February 28, 2023**

I. Call to order: Schurman called the regular meeting to order at 7:00 p.m. Roll call was taken with board members: Johnson, Kistler, Lovell, Lund, Maldonado, McMillan, and Schurman present as well as Director Allen.

II. Public Comments: None

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

IV. Treasurer's Report: The financial report for January was reviewed. Questions were asked regarding charges from Mediacom. It was split to show the internet and phone on the financial report. AT&T was out of contract for a few weeks and are charging an excessive amount because of being out of contract. Allen will contact Denton regarding the situation. Schurman motioned to increase the automatic payroll deduction amount to \$3500. Lovell seconded the motion. A roll call vote was taken and the vote was unanimous. Lund will call to increase the automatic payroll to \$3500. Schurman motioned to accept the report. Maldonado seconded. The Treasurer's Report for January was approved.

V. Librarian's Report

1. Quilting class is coming in March.
2. Lego Night had 20 attendees in January.
3. Preparations for summer reading have begun. Birds of Prey ladies will come in July. They will do a story time before that is connected to birds.
4. New families are coming to Story Time/Sing aLong.

McMillan moved to accept the librarian's report; Lovell seconded it. Motion passed.

VI. Old Business

1. Statement of Economic Interest will be sent to emails in March.

VII. New Business

1. Kistler says author willing to come and speak on a book he has written on Laura Ingalls Wilder.

VIII. Closed Session: None

IX. Adjourn: A motion to adjourn was made by Lund and seconded by McMillan. Meeting was adjourned at 7:29 p.m.

**Edward Chipman Public Library Minutes**  
**126 N. Locust St. Momence, IL.**  
**March 28, 2023**

I. Call to order: Schurman called the regular meeting to order at 7:00 p.m. Roll call was taken with board members: Johnson, Kistler, Lovell, Lund, McMillan, and Schurman present as well as Director Allen.

II. Public Comments: None

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

IV. Treasurer's Report: The financial report for February was reviewed. Automatic payroll was increased to \$3500. Schurman motioned to accept the report. Lovell seconded. The Treasurer's Report for February was approved.

V. Librarian's Report

1. 25 people attended the quilting class.
2. 93 people attended Story Time and Sing Along this month.
3. 83 people attended Lego night.
4. Trivia Night is going well.
5. Mario Kart Night is coming April 15.
6. April 22 will be Sticker Palooza. Patrons can come to get and trade stickers. Those attending will get a sticker book.
7. Zombie Night will be April 29.
8. This summer, Birds of Prey will come July 7. They will also include an Owl Story Time for the little ones. The main show will occur after this.
9. Crosstown Exotics will be at the library July 21.
10. Summer Reading is all planned. It starts June 16 and the theme is "Let's all grow together."

Schurman moved to accept the librarian's report; Kistler seconded it. Motion passed.

VI. Old Business

1. The Statement of Economic Interest was emailed in March. It must be completed by May.

VII. New Business

1. The library had a roof leak that was fixed under warranty.

VIII. Closed Session: None

IX. Adjourn: A motion to adjourn was made by Lund and seconded by Johnson. Meeting was adjourned at 7:28 p.m.

**Edward Chipman Public Library Board Minutes**  
**126 N. Locust St. Momence, IL**  
**April 25, 2023**

I. Call to order: Schurman called the regular meeting to order at 7:12 pm. Roll call was taken with board members Schurman, McMillan, Maldonado, Kistler, and Lund present, as well as Outgoing Director Allen and Interim Director Perkins.

II. Public Comments: None

III. Secretary's Report: The secretary's report from March 28, 2023, was reviewed. A motion was made by Lund and seconded by Schurman to accept the report as written. The secretary's report was approved.

IV. Treasurer's report: The financial report for March was reviewed. Allen had also asked for a year-to-date report to be printed to share with Interim Director Perkins. Instead of trying to change names on the credit card, we will be changing to a VISA through Municipal Bank. Schurman motioned to accept the report. Maldonado seconded. The Treasurer's report for March was approved.

V. Librarian's March Report

1. Needlework group had 64 attendees this month; Quilting had 45.
2. Singalong & Story Time had 96.
3. 25 attended LEGO night this month.
4. The Life Skills class from the high school toured the library.
5. Total circulation for the month was 2,030.
6. Allen will be leaving the position of director April 28, 2023. Kari Perkins will begin as Interim Director on May 1, 2023. Perkins has been shadowing Allen, and Allen will continue to provide support during the transition.
7. We will post on the RAILS system to fill the part-time position left vacant by Perkins's transition. Until that position is filled, the other part-time employees will fill in extra hours.
8. Part-time employee Caleb Gross will be leaving after graduation. His position will be filled by another high school student, Maria Miranda.
9. The summer reading program is fully planned and ready to go, including visits from Birds of Prey on July 7, and Crosstown Exotics on July 21.

VI. Old Business: none

## VII. New Business

1. Robin Allen has submitted her resignation as Library Director effective Saturday, April 29, 2023. Schurman made a motion to approve the hire of Kari Perkins as Interim Director, effective Monday, May 1, 2023. McMillan seconded. Roll call in favor: Kistler, Lund, Maldonado, McMillan, Schurman.
2. McMillan made a motion to approve the hire of Maria Miranda as a part-time high school employee. Maldonado seconded. Roll call in favor: Kistler, Lund, Maldonado, McMillan, Schurman.
3. There is some seepage in the corner of the archive closet. Bob Stetson looked at it and recommended a plumber. John Cousins, Ron's Heating & Plumbing, Abel Sewerage, and Salzmann Plumbing will all be called for estimates.
4. There is a state-mandated Decennial Committee on Efficiency that needs to be formed. We will address this as we receive more information.

VII. Closed Session: Board met from 7:01 PM to 7:10 PM regarding personnel.

IX. Adjourn: A motion to adjourn was made by Lund and seconded by Schurman. Meeting was adjourned at 7:45 PM

**Edward Chipman Public Library Minutes**  
**126 N. Locust St. Momence, IL.**  
**May 23, 2023**

I. Call to order: Schurman called the regular meeting to order at 7:06 p.m. Roll call was taken with board members: Johnson, Kistler, Lovell, Lund, McMillan, and Schurman present as well as Interim Director Perkins. Two guests were also present: Jackie Fitzgerald and Julie Tallman.

II. Public Comments: None

III. Secretary's report: The Secretary's reports were reviewed. A motion was made by Lund and seconded by Schurman to accept the regular session minutes. Closed Session minutes were also reviewed. Schurman motioned the Closed Session minutes be accepted and Johnson seconded the motion. The minutes were approved.

IV. Treasurer's Report: The financial report for April was reviewed. Schurman motioned to accept the report. Kistler seconded the motion. The Treasurer's Report for April was approved.

V. Librarian's Report

1. A donation was received in honor of Bob Reising. It has been applied towards children's programs.
2. 24 new library cards were issued.
3. Perkins completed FOIA and OMA training.
4. Sticker Palooza was a success. 18 people attended ranging in age from 2-50.

VI. Old Business:

VII. New Business

1. Maintenance:
  - a. Three plumbers looked into the seepage issue.
  - b. Trustees and Perkins discussed the different options and which one was best for the library to pursue.

2. Discussion was held on the hiring of another part-time employee. This employee would work 25 hours + events. Candi Myers was recommended for the position. Lovell motioned we accept this recommendation and McMillan seconded the motion. Roll call was taken with all present members voting in favor of hiring.
3. Decennial Committee:
  - a. A recommendation was made to accept Jackie Fitzgerald and Julie Tallman as the 2 library patrons on the Decennial Committee. Schurman motioned to accept this recommendation. Lund seconded the motion.
  - b. Roll call was taken and all present trustees were in favor of Fitzgerald and Tallman joining the Decennial Committee.

#### VIII. First Decennial Committee Meeting

1. The Purpose of the Committee was shared by Perkins.
2. Perkins presented documents that the committee began to look over and discuss.
3. The Committee discussed our next steps as we proceed forward.
4. Perkins will write a survey to provide needed information from patrons.
5. Lovell will go over the provided checklist for items located in the secretary binder.
6. The committee's next meeting will be held on September 26, 2023.

#### IX. Closed Session: None

X. Adjourn: A motion to adjourn was made by Lund and seconded by Johnson. Meeting was adjourned at 7:56 p.m.

**Edward Chipman Public Library Board Minutes**  
**126 N. Locust St. Momence, IL**  
**June 27, 2023**

I. Call to order: Schurman called the regular meeting to order at 7:02 pm. Roll call was taken with board members Schurman, McMillan, Maldonado, Kistler, Johnson, and Lund present, as well as Director Perkins.

II. Public Comments: None

III. Secretary's Report: The secretary's report from May 23, 2023, was reviewed. A motion was made by Schurman and seconded by Lund to accept the report as written. The secretary's report was approved.

IV. Treasurer's report: The financial report for May was reviewed. Since it is the end of the fiscal year, appropriations will be reviewed in order to be presented at the August meeting for a September vote. Schurman motioned to accept the report. Maldonado seconded. The Treasurer's report for March was approved.

V. Librarian's May Report

1. Monthly events brought in 375 visitors.
2. Total circulation for the month was 2,462.
3. A new bulletin board for community happenings has been created.
4. Baker & Taylor donated a day pass (\$175 value) for Perkins to attend the American Library Association conference at McCormick Place in Chicago. Perkins found the sessions very informative.
5. Jake Fitzgerald made new flower boxes to replace the ones in front of the library.
6. Summer Reading has begun – attendance the first week was low due to other activities in the community, but has picked up.
7. The Spanish Community Center Advocacy Group will be at the library the last Wednesday of every month to offer support and services to our Spanish-speaking population.
8. Success By Six will have their preschool screening bus at the library prior to the reptile show in July.

VI. Closed Session: Maldonado made a motion to go into closed session, Schurman seconded. Board was in closed session from 7:14 PM to 7:21 PM.



**Edward Chipman Public Library Minutes**  
**126 N. Locust St. Momence, IL.**  
**July 25, 2023**

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, Maldonado, McMillan, and Schurman present as well as Interim Director Perkins.

II. Public Comments: None

III. Secretary's report: The Secretary's reports were reviewed. A motion was made by Schurman and seconded by Maldonado to accept the regular session minutes. Closed Session minutes were also reviewed. Schurman motioned the Closed Session minutes be accepted and Johnson seconded the motion. The minutes were approved.

IV. Treasurer's Report: In Lund's absence, the Profit and Loss was reviewed but the decision was made to look at both June and July at the August meeting.

V. Librarian's Report

1. The event totals were reviewed for June . 508 people attended events in June. This included storytime, needle work, trivia night, book club, Lego night/Lego votes, teen board, summer reading, and the Spanish Community Center.
2. Discussion was held regarding communicating with and meeting the needs of the Spanish speaking community.
3. Perkins is looking for dramatic story tellers.

VI. Old Business:

1. Maintenance Update: Calls have been made to the city regarding fixing the sidewalk; Perkins will call back.

VII. New Business

1. Perkins will be passing out brochures regarding the library at the Gladiolus Festival Flea Market entrance. She will also have a wheel that people can spend for prizes.

VIII. Closed Session: None

IX. Adjourn: A motion to adjourn was made by Schurman and seconded by McMillan. Meeting was adjourned at 7:30 p.m.

**Edward Chipman Public Library Minutes**  
**126 N. Locust St. Momence, IL.**  
**August 22, 2023**

I. Call to order: Schurman called the regular meeting to order at 7:03 p.m. Roll call was taken with board members: Johnson, Kistler, Lovell, Lund, Maldonado, McMillan, and Schurman present as well as Director Perkins.

II. Public Comments: None

III. Secretary's report: The Secretary's reports were reviewed. A motion was made by Schurman and seconded by Johnson to accept the regular session minutes. The minutes were approved.

IV. Treasurer's Report: The first tax payment was received. The grant money was also received. Lovell motioned to approve the Treasurer's report for July; Johnson seconded the motion. Motion approved.

V. Librarian's Report

1. The event totals were reviewed for July . 702 people attended events in July. This included storytime, needle work, trivia night, book club, Lego night/Lego votes, teen board, summer reading, and the Spanish Community Center.
2. Glad fest Give-Away went really well.
3. Homeschool section has been well received
4. Axis 360 is turning into Boundless. A new app will be needed. Discussion held on the price of e-books.
5. At end of the month on August 31, John Fry will be presenting on "The Faith of Laura Ingalls Wilder."

VI. Old Business:

1. Maintenance Update: No sidewalk news from the city. There has been no seepage. Perkins is discussing removing the evergreens and getting easier to maintain landscaping.

VII. New Business

1. Discuss Appropriation: The main change was a bump in salaries. Denton put notice in the paper. Vote will occur next month at 6:45 pm.

VIII. Closed Session: None

IX. Adjourn: A motion to adjourn was made by Lund and seconded by Maldonado. Meeting was adjourned at 7:25 p.m.

**Edward Chipman Library Minutes**  
**126 N. Locust St. Momence, IL.**  
**September 26, 2023**

- I. Open Meeting on Appropriation
  - A. Call to Order: Schurman called the Appropriation meeting to order at 6:54 p.m. Roll call was taken with board members: Johnson, Kistler, Lovell, Lund, McMillan, and Schurman were present as well as Director Perkins, Attorney Denton, and guest Jackie Fitzgerald.
  - B. Discussion on Appropriation: Appropriation amounts were discussed.
  - C. Vote: Schurman motioned to accept the Appropriation as written. Johnson seconded the motion. A roll call was taken and all members voted in favor of the Appropriation. The Appropriation passed.
  - D. Adjourn: Lovell motioned that the Appropriation meeting be adjourned. Schurman seconded the motion. The meeting was adjourned at 6:58 pm.

Regular Session:

I. Call to order: Schurman called the regular meeting to order at 6:58 p.m. Roll call was taken with board members: Johnson, Kistler, Lovell, Lund, McMillan, and Schurman were present as well as Director Perkins, Attorney Denton, and guest Jackie Fitzgerald.

II. Public Comments: None

III. Secretary's report: The Secretary's Report was reviewed for August. Lund motioned the Secretary's Report be accepted as written. McMillan seconded the motion. The Secretary's Report was accepted.

IV. Treasurer's Report: The Treasurer's Report for August was reviewed. The second tax installment was received. Schurman motioned that we accept the Treasurer's Report as written. Johnson seconded the motion. The Treasurer's Report for August was accepted.

V. Librarian's Report:

1. In August, 495 people attended events.
2. School supplies were given away.
3. Technology Wednesday was started as a new program to help patrons.
4. The Laura Ingalls Wilder presentation went well.
5. The number of people attending Storytime/Sing-a-Long has increased.
6. Boundless App is coming soon. It will replace Axis 360. Perkins will go to school and train the school staff on the new app.

VI. Old Business

1. None

VII. New Business

1. None

VIII. Closed Session: None

IX. Adjourn: Lund motioned that the regular session be adjourned. Johnson seconded the motion. The regular session was adjourned at 7:07 pm.

**Edward Chipman Library Minutes**  
**126 N. Locust St. Momence, IL.**  
**October 24, 2023**

I. Call to order: Schurman called the regular meeting to order at 7:03 p.m. Roll call was taken with board members: Johnson, Kistler, Lovell, Lund, Maldonado, McMillan, and Schurman present as well as Director Perkins.

II. Public Comments: None

III. Secretary's report: The Secretary's Report was reviewed for September. Schurman motioned the report be accepted as written. Kistler seconded the motion. The Secretary's Report was accepted.

IV. Treasurer's Report: The Treasurer's Report for September was reviewed. The amount shown for Dues/Subscription was discussed. Perkins will check into this. Schurman motioned that we accept the Treasurer's Report as written. Lovell seconded the motion. The Treasurer's Report for September was accepted.

V. Librarian's Report:

1. Circulation was up for the month as well as 373 people attending events.
2. A Spice of the Month club has been started. Attendees share a recipe for what they made with the spice.
3. A calendar of events is being created for each month.
4. KVTA will be doing a story time on Sat., October 28.
5. The library will be participating in Bordertown Hauntings with a costume contest and a craft.
6. The Boundless App is up and running fine.

VI. Old Business

1. Perkins hasn't heard back from the city yet regarding sidewalk repair.
2. Grass has been winterized.
3. Some estimates have been received for new landscaping; Perkins will also check with Tholens.
4. Perkins will get estimates for window washing in the spring.

VII. New Business

1. The Levy was discussed and will be voted on at the November meeting.

VIII. Closed Session: None

IX. Adjourn: Lund motioned that the regular session be adjourned. Johnson seconded the motion. The regular session was adjourned at 7:29pm.

**Edward Chipman Library Minutes**  
**126 N. Locust St. Momence, IL.**  
**November 28, 2023**

I. Call to order: In Schurman's absence, Lovell motioned that Lund act as president. Maldonado seconded the motion. All members present voted in favor of Lund acting as president.

Lund called the regular meeting to order at 7:05 p.m. Roll call was taken with board members: Johnson, Kistler, Lovell, Lund, Maldonado, and McMillan present as well as Lawyer Denton and Director Perkins.

II. Public Comments: None

III. Secretary's report: The Secretary's Report was reviewed for October. Johnson motioned the report be accepted as written. Lund seconded the motion. The Secretary's Report was accepted.

IV. Treasurer's Report: The Treasurer's Report for October was reviewed. Perkins explained the amount shown for Dues/Subscription that was questioned last month (\$450 e-books, \$1,650 catalog system, and \$55 should have been under training). Lovell motioned that we accept the Treasurer's Report as written. Johnson seconded the motion. The Treasurer's Report for October was accepted.

V. Librarian's Report:

1. Bordertown Hauntings had approximately 1,034 participants at the library.
2. Spice club had 17 people.
3. The teens had "Teentober" for the month of October. This involved an activity every week.
4. Build a Bear will be returning to the library for the Christmas gathering as well as other activities.

VI. Old Business

1. Maintenance:
  - a. Weed and feed will be twice a year at \$70 each.
  - b. Window washer will give an estimate in December for the windows to be washed in the spring.

- c. Tholens will be coming for an estimate on landscaping.
  - d. A new toilet was installed in the employee bathroom.
2. Vote on Levy: Maldonado motioned that we accept the Levy as written. Kistler seconded the motion. Roll call was taken. All were in favor of accepting the Levy as written.

#### VII. New Business

1. Employee raises: Discussion was held on employee raises. Maldonado motioned that the board raise all employees \$1.25/hr starting in January. McMillan seconded the motion. Roll call was taken and all present board members were in favor of the raise.
2. New Law - Employee earned time: Discussion was held on changes that needed to be made to the current sick leave policy. Discussion was held on whether to give 40 hours up front or allow employees to accrued time. Both are options by the law. If time is given upfront it doesn't have to carry over. If an employee quits, the sick days do not have to be paid out. Employees can't take the time for 90 days according to the law. Lund motioned that the board give 40 hours of paid leave upfront without the ability to carry over. McMillan seconded the motion. Roll call was taken. All present members voted yes and the motion passed.

#### VIII. Closed Session: None

IX. Adjourn: Lund motioned that the regular session be adjourned. Johnson seconded the motion. The regular session was adjourned at 8:05 pm.

No meetings are ever held in December due to the holiday