

**Edward Chipman Library Agenda**  
**126 N. Locust St. Momence, IL.**  
**January 23, 2024**

I. Call to order: Lovell motioned Lund be acting President in Schurman's absence. Kistler seconded the motion.

Lund called the meeting in to order at 7:05 pm. With Kistler, Lovell, and Lund in attendance as well as Director Perkins. There was not a quorum so no votes were taken during the meeting.

II. Public Comments:

III. Secretary's report: The secretary's report for November was looked over, but because of a lack of a quorum, the minutes will be voted on next month.

IV. Treasurer's Report: The treasurer's report was looked over but will be revisited and voted on in February due to lack of quorum.

V. Librarian's Report

1. 63 kids participated in Dinovember.
2. 19 people attended medicare workshop.
3. 419 people attended events in November.
4. In December, 500 attended the Christmas Gathering.
5. 41 people ordered build a bear at the Christmas gathering.
6. 23 people attended the blood drive.
7. 13 new cards were issued.
8. 15 children are participating in Reading Dragons, a reading incentive.
9. In February Dungeon and Dragons Game Night will begin. It is already full for the next 3 months.
10. In March there will be a local artist show.
11. The night time story time is going well.

VI. Old Business:

1. Upcoming Decennial Meeting: February will be the next Decennial Meeting. Lovell will create a separate agenda.
2. Maintenance: A new handrail was put in. No window washing estimate yet.

#### VII. New Business

1. Update Trustee information for Economic Interest Form: The Trustee information was looked over for presenting to the County Clerk.

#### VIII. Closed Session: None

IX. Adjourn: Lund motioned the meeting be adjourned. Kistler seconded the motion. The meeting ended at 7:23 pm.

**Edward Chipman Library Agenda**  
**126 N. Locust St. Momence, IL.**  
**February 27, 2024**

I. Call to order: Schurman called the meeting to order at 7:08 p.m. Roll call was taken with board members: Johnson, Kistler, Lovell, Lund, and Schurman, as well as director Perkins were present. Jackie Fitzgerald and Julie Tallman were also present.

II. Public Comments: None

III. Secretary's report: The secretary's report for November and January were reviewed. Kistler motioned that we accept the November minutes as written. Johnson seconded the motion. Kistler also motioned that we accept the January minutes. Lund seconded the motion. Both the November and January minutes were approved.

IV. Treasurer's Report: The book amount was questioned in comparison to last year's amount spent on books in January. Last year's amount was appropriated wrong. It is being worked on to get it fixed. The treasurer's report for December and January were reviewed. Schurman motioned both reports be accepted. Johnson seconded the motion. Both reports were approved.

V. Librarian's Report

1. 328 people attended events.
2. 9 new library cards were issued.
3. Reading Dragons is an incentive for all kid ages. 21 participated in January.
4. Dungeons and Dragons night is once a month.
5. Artist of the month is going well.
6. Quilting will be going on in March.
7. A dance class for all ages will take place in April.
8. The library will also be hosting a bee keeping class.

VI. Old Business:

1. Statement of Economic Interest: Names were submitted to the County Clerk. An email should come out in March.
2. Discuss and Vote on Landscaping Project: Bids were reviewed; The stones on one bid may be too modern. Schurman motioned we accept the \$5900 bid from Van Drunens. Lund seconded the motion. A roll call vote was taken. All present members voted to approve the motion. There is no start date for the beginning of this project.

VII. New Business

1. A need of employee was discussed. Lawyer Denton will be referenced to see what is allowed as we know we need to follow policy.
2. A previous employee would like to volunteer. The board discussed financially compensating the volunteer. This will be presented at the next meeting for a vote.
3. Boundless keeps deleting audio books. Perkins will check into this.

VIII. Closed Session: None

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

**Edward Chipman Library Agenda**  
**126 N. Locust St. Momence, IL.**  
**March 26, 2024**

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

II. Public Comments: None

III. Secretary's report: The secretary's report for February and the Decennial Committee meeting minutes were reviewed. Schurman motioned that we accept both reports as written. Lund seconded the motion. Both the February and Decennial Committee minutes were approved.

IV. Treasurer's Report: Lund transferred funds from the savings account to the checking account. This should last until the end of the year. The treasurer's report for February was reviewed. Lovell motioned the February financial report be accepted. Maldonado seconded the motion. The financial report for February was approved.

V. Librarian's Report

1. 335 people attended events in February.
2. There was a large deposit for faxes and damaged books.
3. There were 13 new library cards.
4. On April 19 the library will be hosting a dance class for all ages.
5. On May 18 a bee keeping program will be offered.
6. On May 30 there will be a kid's garden class.
7. A \$1000 grant was received for stem kits.
8. A \$1000 anonymous donation was received.

VI. Old Business:

1. Statement of Economic Interest: Please complete before May 1.
2. Update on Landscaping Project: The landscaping project has begun. It will continue in April.
3. No news on Boundless deleting audiobooks.
4. Help of employee:

- a. Board needs to follow policy.
- b. Can give a gift for years of service as previously discussed.

VII. New Business

1. Discuss and vote on paying a volunteer for employment
  - a. Volunteer doesn't want to be paid.
  - b. He wants to come in if needed as a volunteer.
2. McMillan is considering possibly doing a Theraplay session this summer.

VIII. Closed Session: None

IX. Adjourn: Lund motioned the meeting be adjourned. Johnson seconded the motion. The meeting ended at 7:26 pm.

**Edward Chipman Library Minutes**  
**126 N. Locust St. Momence, IL.**  
**April 23, 2024**

- I. Call to order: Schurman called the meeting to order at 7:04 pm. Roll call was taken with board members: Kistler, Lund, Maldonado, and Schurman present as well as Director Perkins.
- II. Public Comments: None
- III. Secretary's report: The Secretary's Report was reviewed for March. Lund 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 March was reviewed. Lund reported that the annual Tax Computation Report had been filed. Schurman motioned that we accept the Treasurer's Report as written. Maldonado seconded the motion. The Treasurer's Report for March was accepted.
- V. Librarian's Report
  1. 408 people attended events in March.
  2. A \$1,000 donation was received.
  3. There were 20 new library cards issued.
  4. 31 people attended the dance class on April 19.
  5. Sow Right donated non-GMO heirloom vegetable seeds so that we could begin our own "seed library". Additional non-GMO flower seeds were purchased as well. The library will not require anyone to return seeds from their produce/flowers after the harvest season. Milkweed seed donations are being sought.
  6. On May 3 the library will be hosting a live old-time "radio show" performance. There will be 3 shows, each will last 1 hour.
- VI. Old Business
  1. Statement of Economic Interest: all members present have completed this online, Schurman will check the database and contact anyone who has not yet filed.
  2. Update on Landscaping Project: the ground is still too wet to bring in the heavy equipment necessary for landscaping, so they are waiting for dryer

conditions. Also, the bricks around the trees will be removed and donated to whomever might want them.

VII. New Business: none

VIII. Closed Session: none

IX. Adjourn: Lund motioned the meeting be adjourned. Kistler seconded the motion. The meeting ended at 7:24 pm.

**Edward Chipman Library Agenda**  
**126 N. Locust St. Momence, IL.**  
**May 28, 2024**

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

II. Public Comments: None

III. Secretary's report: The secretary's report for April was reviewed. Kistler motioned that we accept the report as written. Johnson seconded the motion. The secretary's report for April was approved.

IV. Treasurer's Report: The treasurer's report for April was reviewed. Schurman motioned that the April financial report be accepted. Johnson seconded the motion. The financial report for April was approved.

V. Librarian's Report

1. 430 people attended events in April. This is an increase from the last two months.
2. The Stem grant money was received. Items have been purchased and are being inventoried. A liability form is being worked on. The materials will be allowed to be checked out for 2 weeks at a time.
3. Dance class was a success.
4. The Bee Keeping Program provided good information.
5. Summer reading starts June 6th. 43 people PreK-12 have signed up.
6. There will be a Crazy Quilt Class Saturday, June 1st.
7. For Heritage Day, the library will highlight artists from Momence: past, present, and future.
8. The library will have an art competition during Glad Fest. The artwork will be on display at Sensei Steve's. People will be able to vote.

Johnson motioned that the librarian's report be accepted. McMillan seconded.

## VI. Old Business:

1. Update on Landscaping Project: The landscaping project has been completed. The planter boxes may be moved to the back to provide some beautification for the back.
- 2.

## VII. New Business

1. Linda Lund resigned as treasurer. She will remain on the Library Board, however.
2. Scott Kistler was appointed as the new treasurer. This appointment will take effect on June 1, 2024. Roll call was taken and all present trustees approved the appointment.
3. Lund will remain on the financial accounts. Bonnie Schurman will be removed from the accounts. Kister will be added to all financial accounts (all bank accounts).

VIII. Closed Session: At 7:30, Schurman motioned that we go into Closed Session to discuss Director contract as allowed by 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.** Lovell seconded the motion. After discussion McMillan motioned that the closed session adjourn. Schurman seconded the motion. At 7:46 Closed session adjourned and the regular session was reentered.

IX. Adjourn: Lovell motioned the meeting be adjourned. Lund seconded the motion. The meeting ended at 7:47 pm.

Submitted by:

Jodi Lovell  
Edward Chipman Public Library Board Secretary

**Edward Chipman Library Agenda**  
**126 N. Locust St. Momence, IL.**  
**June 25, 2024**

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

II. Public Comments: None

III. Secretary's report: The secretary's report for May, as well as the closed session minutes were reviewed. Lund motioned that we accept both minutes as written. Schurman seconded the motion. The secretary's report for May, as well as the closed session minutes were approved.

IV. Treasurer's Report: The treasurer's report for May was reviewed. Lund and Kistler are working on getting the treasurer position switched over. Both banks have been changed. Kistler's name has been added and Schurman's removed. The trustee emails need to be switched. Kistler also is working on gaining the computer access needed. Schurman motioned that the May financial report be accepted. Maldonado seconded the motion. The financial report for May was approved.

V. Librarian's Report

1. 438 people attended events in May.
2. 69 people took seeds.
3. 13 new cards were obtained.
4. 109 people are signed up for summer reading.
5. The Incredible Bats and Reptile Show went well. 71 people attended.
6. The Traveling Science Center from the University of Illinois will be coming July 12th.
7. The library will be hosting a plushy picnic.
8. \$123 was received.
9. The Per Capita grant award letter was received.

VI. Old Business:

1. Sidewalk update: The city poured the new sidewalk.
- 2.

VII. New Business

1. Perkins evaluation was completed by Schurman and McMillan. Lovell motioned to accept the new director contract as written. Schurman seconded the motion. A roll call vote was taken, all present trustees voted to approve the new director contract. Perkins signed and accepted the new contract as written.
2. The next year's meeting dates were looked over. Lovell will publish in the Progress Reporter.
3. The non-residency fee was discussed. Lund motioned we keep the current \$50 rate for non residents. Schurman seconded the motion. A roll call vote was taken and all present trustees voted in favor of the \$50 rate.

VIII. Closed Session: None

IX. Adjourn: Lund motioned the meeting be adjourned. Maldonado seconded the motion. The meeting ended at 7:30 pm.

Submitted by:

Jodi Lovell  
Edward Chipman Public Library Board Secretary

**Edward Chipman Library Agenda**  
**126 N. Locust St. Momence, IL.**  
**July 23, 2024**

I. Call to order: Schurman called the meeting to order at 7:01 p.m. Roll call was taken with board members: Kistler, Lovell, Lund, Maldonado, McMillan and Schurman, as well as director Perkins present.

II. Public Comments: None

III. Secretary's report: The secretary's report for June, as well as was reviewed. Schurman motioned that we accept the June minutes as written. McMillan seconded the motion. The secretary's report for June was approved.

IV. Treasurer's Report: The treasurer's report for June was reviewed. Lund motioned that the June financial report be accepted. Maldonado seconded the motion. The financial report for June was approved.

V. Librarian's Report

1. 1724 people attended events in June.
2. 69 people took seeds.
3. 20 new cards were obtained.
4. 4 new people joined the spice club.
5. Library staff will be walking in the parade
6. Jim Rowe will be doing a movie night.
7. In August there will be a back to school and a foam party.

VI. Old Business:

1. New treasurer: Lovell made a motion to officially elect Kistler as the treasurer of the board. Schurman seconded the motion. A roll call vote was taken and all present board members voted in favor of electing Kistler as treasurer.
- 2.

VII. New Business

1. The Appropriation will be discussed next month and voted on in September.
- 2.

VIII. Closed Session: None

IX. Adjourn: Lund motioned the meeting be adjourned. Maldonado seconded the motion. The meeting ended at 7:14 pm.

Submitted by:

Jodi Lovell  
Edward Chipman Public Library Board Secretary

**Edward Chipman Library Agenda**  
**126 N. Locust St. Momence, IL.**  
**August 27, 2024**

I. Call to order: Schurman called the meeting to order at 7:08 p.m. Roll call was taken with board members: Johnson, Kistler, Lovell, Lund, Maldonado, McMillan and Schurman, as well as director Perkins present.

II. Public Comments: None

III. Secretary's report: The secretary's report for July was reviewed. Schurman motioned that we accept the July minutes as written. Maldonado seconded the motion. The secretary's report for July was approved.

IV. Treasurer's Report: The Appropriation is prepared and ready to be discussed. The treasurer's report for July was reviewed. Lovell motioned that the July financial report be accepted. Schurman seconded the motion. The financial report for July was approved.

V. Librarian's Report

1. 668 people attended the Summer Reading events this summer.
2. 995 total attending events in July.
3. There were 20 new cards issued.
4. The Stem Agreement was approved by Attorney Denton. It must be signed once and then kept on file to use the Stem supplies.
5. The Ebesco Data Base is ready to use in the library. The library now has access through the State Library Association.
6. 70 people attended the Foam Party. Director is considering having this as an opening activity for summer reading next summer.
7. T-Rexplorers will be at the library Sept. 14.

VI. Old Business:

- 1.

## VII. New Business

1. Discuss Appropriation: The new Appropriation is a little higher on salaries. The Appropriation has been put in the Progress Reporter. The Board will meet at 6:45 pm. on Sept. 24.
2. One of the employees is seeking less hours. Because of this, there may be a need to hire another part time desk clerk/circulation employee. We will table hiring of employees for now, but we will discuss it at a later date.
3. There are changes needed in the lighting. Two proposals were presented. Lund motioned that we accept option 2. Schurman seconded the motion. A roll call vote was taken. All were in favor of approving option 2. This will be paid for from the Reserve Fund.
4. Two Trustees looked through the secretary's binder and completed the Secretary's audit.

## VIII. Closed Session: None

IX. Adjourn: Lund motioned the meeting be adjourned. Kistler seconded the motion. The meeting ended at 7:41 pm.

Submitted by:

Jodi Lovell  
Edward Chipman Public Library Board Secretary

**Edward Chipman Library Agenda**  
**126 N. Locust St. Momence, IL.**  
**September 24, 2024**

- I. Open Meeting on Appropriation (6:45 pm)
  - A. Call to Order: Schurman called the meeting to order at 6:45 p.m. Roll call was taken with board members: Johnson, Kistler, Lovell, Lund and Schurman, as well as director Perkins present.
  - B. Discussion on Appropriation: The Special Reserve Fund was slightly updated.
  - C. Vote: Schurman motioned that we accept the Appropriation as written. Lovell seconded the motion. Roll call was taken and all members present were in favor of the motion. The Appropriation was accepted as written.
  - D. Schurman motioned the Appropriation open meeting to be adjourned. Lund seconded the motion. The meeting was adjourned at 7:09 pm.

**Regular Session:**

I. Call to order: Schurman called the meeting to order at 7:09 p.m. Roll call was taken with board members: Johnson, Kistler, Lovell, Lund, and Schurman, as well as director Perkins present.

II. Public Comments: None

III. Secretary's report: The secretary's report for August was reviewed. Schurman motioned that we accept the August minutes as written. The secretary's report for August was approved.

IV. Treasurer's Report: The treasurer's report for August will be reviewed in October with the September report. Kistler transferred funds from Municipal savings account to Midland checking account. Schurman motioned that the treasurer's report be accepted. Lovell seconded the motion. The treasurer's report for August was accepted.

V. Librarian's Report

1. 896 people attended events in August.

2. "Let's Learn About Mushrooms" event will be coming to library September 27th. A man from Peotone will be presenting..
3. There will be a painting event October 10th.
4. On October 11th "Storm Science" will be happening at the library.
5. The library will once again participate in Bordertown Hauntings.

VI. Old Business:

1. Discuss and Vote on the hiring of new employees:
  - a. Mr. Stetson has officially retired from library maintenance work.
  - b. Estimates were provided for cutting grass and shoveling snow.
  - c. Dylan Zadielski is recommended for grass cutting and snow shoveling.
  - d. Several were interviewed for the cleaning of the library.
  - e. Daya Snapp is recommended for the cleaning.
2. Comed Grant was approved for the new lighting in the library.

VII. New Business

1. Election Materials: Election materials were reviewed and passed out to Trustees running for re-election
2. The Filing period is November 12-18, 2024.

VIII. Closed Session: None

IX. Adjourn: Lund motioned the meeting be adjourned. Schurman seconded the motion. The meeting ended at 7:37 pm.

Submitted by:

Jodi Lovell  
Edward Chipman Public Library Board Secretary

Edward Chipman Library Agenda  
126 N. Locust St. Momence, IL  
October 22, 2024

- I. Call to order: Schurman called the meeting to order at 7:02 p.m. Roll call was taken with board members: Kistler, Lund, Maldonado and Schurman present, as well as Director Perkins.
- II. Public Comments: None
- III. Secretary's report: The secretary's report for September was reviewed. A motion was made by Schurman and seconded by Lund to accept the report. Motion passed.
- IV. Treasurer's report: The treasurer's reports for both August and September were reviewed and Lund made a motion to accept both with a second from Schurman. Motion passed.
- V. Librarian's report:
  1. 316 people attended events in September which included new Book Club members, 22 attended the Mushroom Program and the Spice Club is going well.
  2. 89 new cards were issued in September (76 were youth Boundless)
  3. On October 26, Mr. Magic will be at the library for Halloween Hauntings
  4. The month of November will be Dino-venber which will be activities similar to summer reading.
  5. November 9 will be the Build-a-Bear activity from 2:30-4:00.
  6. November 23 will be Squishmallow Family Fun from 12:30-2:00.
- VI. Old Business:
  1. Candidates may turn in petitions for the position of board member at the library from November 12, 2024 to November 18, 2024. We have 4 positions to fill.
  2. New lighting is done for the quoted amount of \$2438.75
  3. New employees are doing a great job.....so are the "old" ones!..
- VII. New Business:
  1. We looked over and discussed the levy which will be voted on in November.

VIII. Closed session

IX. Adjourn: Lund made a motion to adjourn and Maldonado seconded.

**Edward Chipman Library Agenda**  
**126 N. Locust St. Momence, IL.**  
**November 26, 2024**

I. Call to order: Schurman called the meeting to order at 7:04 p.m. Roll call was taken with board members: Johnson, Kistler, Lovell, Lund, Maldonado, McMillan, and Schurman, as well as director Perkins and attorney Denton present.

II. Public Comments: None

III. Secretary's report: The secretary's report for October was reviewed. Schurman motioned that we accept the October minutes as written. Kistler seconded the motion. The secretary's report for October was approved.

IV. Treasurer's Report: The treasurer's report for October was reviewed. The library is under budget in a lot of areas. The Annual Financial Report is in progress. It is due at the end of December. Lund motioned that the treasurer's report be accepted. Maldonado seconded the motion. The treasurer's report for October was accepted.

V. Librarian's Report

1. 1600 people attended Bordertown Hauntings.
2. 23 attended Storm Science.
3. A total of 2034 people attended events in October.
4. Geocache is still happening at the library. Participants use GPS codes that direct them to the library. There they find the Geocache. It is similar to a scavenger hunt.
5. Circulation was 1678 in materials. This is average.
6. There were 20 new cards. These were cards issued for students in school.
7. The Per Capita Grant is almost complete.
8. Candy and Keri attended Sunshine Circle Training.
9. The library will participate in the Downtown Christmas Gathering. The silhouette artist is returning.
10. There will be all age bingo at the library in the month of December.

11. Three estimates were received for snow removal. Seth Hammond was hired to remove snow.

#### VI. Old Business:

1. Election Information Update: Four people turned in election petitions. Their names will be submitted for the Certificate of Ballot.
2. Vote on Levy: The levy is under 5% change from last year. Schurman voted the Levy be accepted as written. Lovell seconded the motion. A roll call vote was taken. All members were in favor of the Levy being accepted as written. The Levy will need to be published in the newspaper. Denton will take care of this and will file it with the County Clerk's office.

#### VII. New Business

1. Employee raises: It was discussed offering the same increases as last year. Minimum wage for the state will increase to \$15.00 in January. Kisteler motioned that all library circulation clerks receive the same increase as last year. McMillan seconded the motion. A roll call vote was taken with all present members in favor of the increase.
2. Bonuses: Bonuses for Director and staff were discussed.

#### VIII. Closed Session: None

IX. Adjourn: Lund motioned the meeting be adjourned. Schurman seconded the motion. The meeting ended at 7:30 pm.

Submitted by:

Jodi Lovell  
Edward Chipman Public Library Board Secretary

No meetings are ever held in December due to the holiday