

**Edward Chipman Library Agenda**  
**126 N. Locust St. Momence, IL.**  
**January 28, 2025**

I. Call to order: In Schurman's absence, Maldonado was chosen to act as president. Maldonado called the meeting to order at 7:09 p.m.. Roll call was taken with board members: Kistler, Lovell, and Maldonado, as well as director Perkins present.

II. Public Comments: None

III. Secretary's report: The secretary's report for November was presented. Due to lack of a Quorum, the minutes for November will be rereviewed and voted on in February.

IV. Treasurer's Report: The treasurer's report for November was reviewed. Due to a lack of a Quorum, no vote was taken. The November treasurer's report will be reviewed and voted on in February. The Annual Financial Report (AFR) is due in February not in December like previously thought. It is currently being worked on.

V. Librarian's Report

1. 535 people attended events.
2. Build a Bear went well.
3. 82 participated in Dinovember.
4. Total circulation for November was 1730.
5. 23 new cards were issued in November.
6. In December 642 people attended events.
7. 342 people attended the Christmas Gathering at the library.
8. Total circulation for December was 1663.
9. 6 new cards were issued in December.
10. The Desk Clerks have completed 12 hours of employee training on-line.
11. The 2nd Saturday of every month is Bingo.
12. The seed library will start back up February 14.
13. On February 15 there will be a sourdough class.
14. On March 22 there will be a cook book club meeting.

15. There will be a First Aid Certification class on March 29.

16. The staff were thankful for their bonuses.

VI. Old Business:

1. Certification of Ballot was turned in to County Clerk on November 27.
- 2.

VII. New Business

1. The movie being filmed in Momence wants to use the front of the library. They would remove the bike rack and book drop. Facades would be put over the stone work. The flower boxes would be moved to the back. The front hallway would be painted but then painted back. There would be a covering over of the sign. It would take a day to prep and 4 hours of filming. The library should still be open. There will be no charge to the library. It should take 1 day to put everything back to normal. Attorney Denton was consulted and saw no concerns with the contract.
2. The trustee information to be submitted for the Economic Interest form to the County Clerk was reviewed for accuracy.

VIII. Closed Session: None

IX. Adjourn: Maldonado motioned the meeting be adjourned. Kistler seconded the motion. The meeting ended at 7:48 pm.

Submitted by:

Jodi Lovell

Edward Chipman Public Library Board Secretary

**Edward Chipman Library Agenda**  
**126 N. Locust St. Momence, IL.**  
**February 25, 2025**

I. Call to order: Schurman called the meeting to order at 7:02 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 November and January were presented. Lund motioned both reports be accepted as written. Schurman seconded the motion. Both reports were approved.

IV. Treasurer's Report: The treasurer's report for November, December and January were reviewed. Perkins will ask about Mediacom charges that seem significantly higher than last year. Lovell motioned that all three treasurer reports be accepted with Perkins checking on Mediacom. Schurman seconded the motion. All three treasurer reports were accepted.

V. Librarian's Report

1. 292 people attended events.
2. 19 attended the blood drive.
3. Bingo is averaging 10 people.
4. Total circulation for January was 2269.
5. 8 new library cards were issued.
6. 38 people attended the sourdough class.
7. Virginia Mitchell will be doing a Quilt as You Go class.
8. The library will be having a cookbook club.
9. 29 attended the first aid class.
10. A patron removed a sticker from the library window. It will be replaced.

VI. Old Business:

1. Statement of Economic Interest emails were sent out from the County Clerk's office.

2. The filming at the library will resume on March 5th. Any new materials the film has installed will be given to the library including the blinds and the bulletin board. After filming they will put the library back the following week.

#### VII. New Business

1. The Annual Financial Report (AFR) was discussed and voted on. Schurman motioned that the AFR be accepted as written. Kistler seconded the motion. A roll call vote was taken. All present board members voted in favor of accepting the AFR as written.

#### VIII. Closed Session: None

IX. Adjourn: Lund motioned the meeting be adjourned. Lovell seconded the motion. The meeting ended at 7:28 pm.

Submitted by:

Jodi Lovell

Edward Chipman Public Library Board Secretary

**Edward Chipman Library Agenda**  
**126 N. Locust St. Momence, IL.**  
**March 25, 2025**

I. Call to order: Schurman called the meeting to order at 7:01 p.m.. Roll call was taken with board members: Johnson, 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 February was presented. Schurman motioned the report be accepted as written. Maldonado seconded the motion. The secretary's report was approved.

IV. Treasurer's Report: The treasurer's report for February was reviewed. The Mediacom bill questioned last month was higher because two months fell in one month. All areas are being kept under budget. Aaron's Alarms had to replace a camera so that cost was up. Lund motioned that the treasurer report be accepted. Lovell seconded the motion. The treasurer report was accepted.

V. Librarian's Report

1. 277 people attended events in February.
2. 1792 books in circulation
3. 3 new cards were issued.
4. 9 attended the cookbook club.
5. \$1000 donation was received
6. Quilt as you Go class is underway and will be meeting for the second time.
7. In April the library will hold "Best Birthday Plushy Sleepover."
8. Bingo will continue in April.
9. In May Harbor House will be coming to the library as well as the Mushroom Man.
10. In May there will also be an advanced sourdough class.

VI. Old Business:

1. All Statement of Economic Interest forms must be completed by May to avoid fees.

VII. New Business

1. Maintenance updates:
  - a. The front desk computer went out so a new computer was ordered. A new one was also bought for the office.
  - b. The front doors will need to be repainted soon.
  - c. Netflix has a few minor details left to put back in order at the library. These should be done by the middle of April.
  - d. New blinds were ordered so that all the blinds will match those donated by Netflix.
2. The Intergovernmental Agreement with Momence School District was discussed. The agreement will be the same as previous years. Lovell motioned the agreement to be accepted as written. Lund seconded the motion. A roll call vote was taken and all present members voted in favor of the agreement.
3. With Schurman exiting the board, a new president will need to be discussed at the next board meeting.

VIII. Closed Session: None

IX. Adjourn: Lund motioned the meeting be adjourned. Schurman seconded the motion. The meeting ended at 7:21 pm.

Submitted by:

Jodi Lovell  
Edward Chipman Public Library Board Secretary

**Edward Chipman Library Minutes**  
**126 N. Locust St. Momence, IL.**  
**April 22, 2025**

I. Call to order: Schurman called the meeting to order at 7:02 p.m.. Roll call was taken with board members: Johnson, 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 March was presented. Lund motioned the report be accepted as written. Kistler seconded the motion. The secretary's report was approved.

IV. Treasurer's Report: The treasurer's report for March was reviewed. All categories are close to or under budget. Lovell motioned that the treasurer report be accepted. Johnson seconded the motion. The treasurer report was accepted.

V. Librarian's Report

1. 473 people attended events in March.
2. 2148 books in circulation
3. Another \$1000 anonymous donation was received.
4. Several events are planned for May including Harbor House (May 1st), Mushroom Man (May 2nd), Drawing Class for Adults (May 5th), Advanced Sourdough Class (End of May).
5. Summer Reading will begin June 9th.
6. Grant money is used to provide supplies for summer reading, book cases, etc.
7. A basic computer class is going to be offered, as well as an internet safety class. No date has been scheduled yet.

VI. Old Business:

1. All Statement of Economic Interest forms have been completed.
2. Election Update: Hanging baskets were presented to Schurman and Mcmillan (absent) for their dedication to the Board the past years.

The May board meeting will be the first meeting with the newly elected board.

VII. New Business

1. Maintenance updates:
  - a. A new wax ring was replaced in the bathroom.
  - b. Lawn mowing service has officially started.
2. Schurman resigned as Board President. Lund motioned that Maldonado replace Schurman as President. Johnson seconded the motion. A roll call vote was taken and all present board members voted in favor of Maldonado as President. Hernan Maldonado was elected as the new President of the Board of Trustees.
3. No vote was needed on the PTell. Kistler will see what "District Over" means on the form.

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 Minutes**  
**126 N. Locust St. Momence, IL.**  
**May 27, 2025**

I. Call to order: Maldonado called the meeting to order at 7:02 p.m.. Roll call was taken with board members: Graves, Johnson, Kistler, Lovell, Lund, Maldonado, and Tallman, as well as director Perkins present.

II. Public Comments: None

III. Secretary's report: The secretary's report for April was presented. Kistler motioned the report be accepted as written. Johnson seconded the motion. The secretary's report was approved.

IV. Treasurer's Report: The treasurer's report for April was reviewed. Kistler checked with the County Clerk's office regarding the "over the limit" statement discussed at the previous meeting. There is no problem with this language. It is simply used as a limiting rate. Lund motioned that the treasurer report be accepted. Maldonado seconded the motion. The treasurer report was accepted.

V. Librarian's Report

1. 597 people attended events.
2. 50 people participated in the plushy sleepover event
3. 2096 books in circulation this month.
4. Summer reading will be starting in June.
5. The Kankakee County Health Department will be at the library performing safety seat checks.
6. June 14th will be Museum Days in Momence. The library will be offering soap making.

Johnson motioned for the Director's report to be accepted. Lovell seconded the motion.

VI. Old Business:

None

## VII. New Business

1. Oath: The newly elected board members, Graves, Kistler, Lovell, and Tallman cited the Trustee oath.
2. Maintenance: An 8 year old battery that is part of the alarm system had to be replaced. The lawn crew were asked to seed the lawn. Wehlan Lawn Care will be fertilizing the lawn. VanDrunan will be replacing plants and a bush that they planted last year that didn't survive.

## VIII. Closed Session: None

IX. Adjourn: Lund motioned the meeting be adjourned. Maldonado seconded the motion. The meeting ended at 7:20 pm.

Submitted by:

Jodi Lovell

Edward Chipman Public Library Board Secretary

## Edward Chipman Public Library Minutes

126 N. Locust St. Momence, IL.

June 24, 2025

7:00 pm

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

II. Public Comments: None

III. Secretary's report: The secretary's report for May was reviewed. Johnson motioned the report be accepted as written. Kistler seconded the motion. The secretary's report was approved.

IV. Treasurer's Report: The treasurer's report for May was reviewed. Many categories are still under budget. Lund motioned that the treasurer report be accepted. Maldonado seconded the motion. The treasurer report was accepted.

### V. Librarian's Report

1. 443 patrons attended events in May
2. 1904 books in circulation for the month of May
3. There were 7 new cards issued.
4. Originally 51 patrons had signed up for summer reading. There are now 119 signed up. Direct Perkins had promoted summer reading at the Farmer's Market. This seemed to have had a positive outcome.
5. Steele Collison donated a summer reading banner.
6. The Blessing Box at the library is being used.
7. We also have The Nest for baby items in the library.
8. Upcoming activities:
  - a. Worm races: The 3 top winners will get a worm book and a stretchy worm.
  - b. Reading in a Fort Night
  - c. Lego Night
  - d. Understanding ADHD - July 9th.

9. Library staff will be walking in the Gladiolus parade passing out bubbles and book marks.
10. The library received a good review. The library staff are handling any patron concerns very well.

Johnson motioned for the Director's report to be accepted. Lovell seconded the motion.

#### VI. Old Business:

1. The other backup battery had to be replaced.
2. The library had water in the basement after rain storms. There was no damage. Director Perkins removed the water.

#### VII. New Business

1. Lovell will get a blank copy of the form used for evaluating the Director from past president Schurman. Lund and Tallman will complete the Director evaluation for this year.
2. Maintenance: In light of water in the basement and other maintenance issues, Director Perkins is requesting maintenance personnel be hired. Discussion was held on whether to pay a monthly amount or per need. Lovell motioned that we pay an hourly rate for jobs needed with a cap of 5 hours a month. Any additional hours would need board approval. Kistler seconded the motion. A roll call vote was taken and all board members were in favor. The motion passed. Director Perkins will be reaching out to an individual who is interested in the position.
3. Lovell presented the 2025-2026 meeting dates. Lund motioned that the dates be accepted and Tallman seconded the motion. The dates were approved. Lovell will have them published in the Daily Journal. They will also be posted on the website and in the library.

#### VIII. Closed Session: None

IX. Adjourn: Lund motioned that the meeting be adjourned. Kistler seconded the motion. The regular scheduled meeting was adjourned at 7:40 pm.

Submitted by:

Jodi Lovell  
Edward Chipman Public Library Board Secretary