

Edward Chipman Library Amended Agenda
126 N. Locust St. Momence, IL.
June 24, 2025

Regular Session:

I. Call to order:

II. Public Comments:

III. Secretary's report:

IV. Treasurer's Report:

V. Librarian's Report

VI. Old Business

1. Discuss maintenance updates

VII. New Business

1. Director Evaluation
2. Discuss/Vote on hiring maintenance personnel
3. Discuss/Vote on 2025-2026 meeting dates

VIII. Closed Session

IX. Adjourn:

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

Edward Chipman Library Agenda
126 N. Locust St. Momence, IL.
July 22, 2025
7:00 PM

Regular Session:

I. Call to order:

II. Public Comments:

III. Secretary's report:

IV. Treasurer's Report:

V. Librarian's Report

VI. Old Business

1. 2025-2026 Meeting dates
2. Director Evaluation
3. OMA training for newly elected Trustees

VII. New Business

1. Discuss/vote hiring part-time/event help
- 2.

VIII. Closed Session

IX. Adjourn:

Edward Chipman Public Library Minutes

126 N. Locust St. Momence, IL.

July 22, 2025

7:00 pm

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

II. Public Comments: None

III. Secretary's report: The secretary's report for June was reviewed. Lund motioned the report be accepted. Maldonado seconded the motion. The secretary's report was approved.

IV. Treasurer's Report: The treasurer's report for June was reviewed. The category "Total Liabilities" looks different because the bank is recording it differently. The Stem Grant was a nice addition to the income. The Comed rates increased greatly. Lovell motioned that the treasurer report be accepted. Johnson seconded the motion. The treasurer report was accepted.

V. Librarian's Report

1. 211 kids signed up for summer reading.
2. 313 raffle tickets were earned during summer reading. For every day someone read they received a ticket as well as activity tickets.
3. 2005 books in circulation for the month of June.
4. There were 15 new cards issued.
5. 48 attended "Sue's Birthday Ice Cream Party." Berkots donated all the ice cream supplies.
6. Other activities coming up at the library include making friendship bracelets, Incredible Bats, and KCC resume classes.
7. The Glad Dancers are practicing in the library.
8. In August the library will start a story time for ages 5 and up.
9. The library has received a letter from the state saying that it has been approved for the grant.

Johnson motioned for the Librarian's report to be accepted.
Maldonado seconded it. The report was approved.

VI. Old Business:

1. The library meeting dates for 2025-2026 were submitted to the Daily Journal to be published.
2. Lovell gave blank form for Director evaluation to Lund.
3. Newly elected board members were reminded to do the OMA training if they had not already. Perkins will take the training annually. Lovell will report this to the appropriate state authority.

VII. New Business

1. Perkins reported the need for seasonal help on occasion. Maldonado made a motion to approve the hiring of seasonal help. Kistler seconded the motion. All present board members were in favor of hiring seasonal help when needed.
2. Kistler and Perkins will be working on the Appropriation and Kistler will present it to Attorney Denton. This will be discussed at the August meeting and then voted on in September.

VIII. Closed Session: None

IX. Adjourn: Lund motioned that the meeting be adjourned. Maldonado seconded the motion. The regular scheduled meeting was adjourned at 7:55 pm.

Submitted by:

Jodi Lovell
Edward Chipman Public Library Board Secretary

Edward Chipman Library Agenda
126 N. Locust St. Momence, IL.
August 26, 2025
7:00 PM

Regular Session:

I. Call to order:

II. Public Comments:

III. Secretary's report:

IV. Treasurer's Report:

V. Librarian's Report

VI. Old Business

1. Discuss Appropriation

VII. New Business

1. Vote on whether or not to keep Closed minutes Closed

2. Annual Secretary's audit

3. Discuss/Vote to add trustee to bank accounts

4. Review Board Policies: State Conduct Ordinance and User Conduct Policy

VIII. Closed Session

IX. Adjourn:

Edward Chipman Public Library Minutes
126 N. Locust St. Momence, IL.
August 26, 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, and Maldonado, as well as director Perkins present.

II. Public Comments: None

III. Secretary's report: The secretary's report for July was reviewed. Lund motioned the report be accepted. Kistler seconded the motion. The secretary's report was approved.

IV. Treasurer's Report: The treasurer's report for July was reviewed. The library is financially running well. The electric bill is higher. Kistler is now the primary person on all bank accounts. The tax installments are starting to be received. Maldonado motioned that the treasurer report be accepted. Graves seconded the motion. The treasurer report was accepted.

V. Librarian's Report

1. 1,837 participated in activities in July. This included the summer reading raffle tickets. Patrons earned tickets for every 15 min. they read over summer reading.
2. 1,857 books in circulation in July.
3. There were 13 new library cards issued.
4. In August a new story time was added for the 1st and 3rd Mondays of the month. This story time was for 5 year olds and older.
5. The grant check was received for \$9071.25.
6. The library has started a puzzle swap.
7. In September the library will be hosting bingo.
8. People are using the Nest supplies from the library. These are baby and nursing supplies that have been donated.
9. 5th grade - 12th grade will host a Taste of Turkish Snacks event.
10. A scarf tie-dye will also take place at the library.

11. Perkins is currently working on updating the library website.
12. The Blessing Box located at the entrance to the library is doing well.

Maldonado motioned for the librarian's report to be accepted. Kistler seconded the motion. The librarian's report was accepted.

VI. Old Business:

1. The Appropriation was presented and looked over. No noted changes other than the President's name from Schurman to Maldonado. The board will meet at 6:45 in September and be open for public questions on the Appropriation prior to the vote. The regular board meeting will start at 7:00 as published.

VII. New Business

1. The Board discussed whether to keep the current Closed Meeting Minutes closed. Lund motioned that we keep the Closed Meeting Minutes closed. Kistler seconded. It was approved by the Board to keep the Closed meeting Minutes closed.
2. Graves and Lund reviewed the secretary's binder for the annual secretary's audit.
3. The Board voted to add President Hernan Maldonado to the bank accounts at Midland Bank and Municipal Bank. Roll call vote was taken and all board members present voted for Maldonado to be added to the bank accounts.
4. The Board reviewed the State Conduct Ordinance and the library's User Conduct Policy. It was felt that Section 4 was worded oddly. Changes in wording were discussed. Discussion also occurred around the time periods stated in the current policy. The updates in the policy will be made per the discussion and voted on at the September board meeting.
5. Perkin's evaluation will be presented at the September meeting.

VIII. Closed Session: None

IX. Adjourn: Lund motioned that the meeting be adjourned. Maldonado seconded the motion. The regular scheduled meeting was adjourned at 8:08 pm.

Submitted by:

Jodi Lovell

Edward Chipman Public Library Board Secretary

IV. STATE CONDUCT ORDINANCE

The Edward Chipman Public Library is dedicated to providing access to knowledge and information through reading, writing, and quiet contemplation, providing patrons the right to use materials and services without being disturbed or impeded, and providing patrons and employees a secure and comfortable environment. The Public Library Act provides the Board of Library Trustees with the general power to carry out the spirit and intent of the Act in establishing and maintaining the library and providing library services and the specific power to "exclude from the use of the library any person who willfully violates an ordinance or regulation prescribed."

The Board of Library Trustees of Chipman Public Library establishes its Conduct policy as follows:

Section 1.

A patron who engages in any activity which materially disrupts the use of library facilities, collections, or services by patrons or materially disrupts the ability of the staff to perform its duties shall cease such activity immediately upon request by library personnel.

Section 2.

In such instances involving minors, identification will be requested and the incident may be reported to the parent or guardian.

Section 3.

If, following a request, the patron fails or refuses to comply or responds to the request in an abusive fashion, he/she will be required to leave the library premises immediately for the balance of that calendar day. If he/she fails to leave, the police will be summoned.

Section 4.

Library personnel will document instances in which patrons are required to leave the library. Upon the 2nd documented instance in which a patron is required to leave the library premises, the Director shall bar the patron from the use of library premises for a period of thirty days. Parents or guardians of minors will be notified in writing after the 1st documented instance.

Section 5

In the event a patron barred from the use of the library attempts entry to library during any such period of exclusion, the police will be summoned and informed of the prior action.

Section 6.

In the event the patron persists in abusive conduct or disruptive behavior following such a period of exclusion, the Director shall report to the Board of Library Trustees such conduct following prior exclusion and the Board will consider a long-term exclusion of that patron. If they wish, patrons may appeal to the Board of Trustees any long term exclusion.

Section 7.

This policy shall take effect immediately upon enactment and approval according to law and be in full force and effect thereafter. A copy shall be posted within three days of enactment at the library and the secretary shall maintain a copy in the official records of the library available for public inspection.